

हरकोर्ट बटलर प्राविधिक विश्वविद्यालय, कानपुर की वित्त समिति की दिनांक 28.03.2018 को अपराह 12:30 बजे सम्पन्न चतुर्थ बैठक का कार्यवृत्त।

बैठक में निम्नलिखित सदस्य उपस्थित हुए:

- 1- प्रो० एन०बी० सिंह, अध्यक्ष
कुलपति
एच०बी०टी०यू० कानपुर।
एवम्
अध्यक्ष, वित्त समिति,
एच०बी०टी०यू० कानपुर।
- 2- श्री अवध किशोर, (प्रतिनिधि प्राविधिक शिक्षा विभाग) सदस्य
अनुसचिव,
प्राविधिक शिक्षा अनुभाग-1,
उत्तर प्रदेश शासन, लखनऊ।
- 3- श्री एस०पी० सिंह, (प्रतिनिधि वित्त विभाग) सदस्य
अपर निदेशक, कोषागार एवं पेंशन
कानपुर मण्डल कानपुर।
- 4- प्रो० करुणाकर सिंह, सदस्य
कुलसचिव,
एच०बी०टी०यू० कानपुर।
- 5- श्री राजेश सिंह, सदस्य-सचिव
वित्त नियंत्रक,
एच०बी०टी०यू० कानपुर।
- 6- प्रो० सुनील कुमार, विशेष आमंत्री
अध्यक्ष, रख-रखाव,
एच०बी०टी०यू० कानपुर।
- 7- श्रीमती रीता सचान, विशेष आमंत्री
वित्त एवं लेखाधिकारी,
एच०बी०टी०यू० कानपुर।

९

५

१०

५

९

to faculty and staff of the University shall be paid by the Accounts Section of the University within thirty days of the work and/or raising of demand, on approved basis as given in relevant rules here under.

The remuneration/honorarium for work specified in clause 12.1 (b) can be accepted directly by the person concerned under intimation to the Accounts Section of the University for the purposes of calculation and deduction of Income Tax only, if applicable.

12.3 Fees, Remuneration and Honorarium

Academic Works:

- (a) The academic works to be carried out by the University for and on behalf of the State Government and AICTE/UGC/MHRD (Central Government) shall attract fees, remuneration and honorarium for the University and its staff as per their norms.
- (b) The academic work within and after University hours in the University for and on the behalf of the other State Governments, Quasi Government Organizations, Universities and QIP shall attract University fee for the infrastructural facilities and support of minimum Rs. 5,000/- per day.
- (c) The pre-programme expenses, if any, the expenses for course materials, chemicals, consumables, hospitality to participants etc. shall be charged extra.
- (d) The minimum fees chargeable for programme/course co-ordination and classroom/lab instructions (theory/practical classes/sessions) is as follows

Sl. No.	Faculty/Staff	Fees (Rs.)
1.	Course / Programme Co-ordinator per day	3,000.00
2.	Classroom/Instructions/Theory lectures per hr	Rs. / hour
	Professor	3,000.00
	Associate Professor	2,500.00
	Assistant Professor	2,000.00
	Guest Speaker/External Expert	3,000.00
3.	Laboratory Instructions/Practical Sessions	Rs. / hour
	Faculty Member(s)	1,500.00
	Technical Supporting Staff(s)	7,50.00
	Attendant(s)	400.00

- (e) The Guest speakers/External Experts shall be paid the remuneration/honorarium charged in 3(d) in full, subject to the maximum limits of Rs. 6000/- per day and 20% of the total lectures in a course/programme.
- (f) The total fee charged from organization shall be inclusive of 12.3 (b), 12.3 (c) & 12.3 (d).
- (g) The distribution of University share realised from academic consultancy fee to be credited to the UDF, RDF, DDF, PDF and incentive to office staff & staff welfare fund as per clause 7.2 (S.No. a) and 7.3.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

deemed to be a submission to arbitration under the Indian Arbitration Act, 1940 and of any modification or re-enactment thereof. The cost if any incurred in arbitration shall have to be borne by the client.

- (ii) All legal action will be subject to jurisdiction at Civil Courts at location of the University/High Court at Allahabad.

11.0 Liability

In case any legal dispute arises between the Investigator (s) and the clients such that the Investigator (s) are in any way, held responsible to make good the losses incurred by the client such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = Total amount charged for the project - the expenditure on the project

It is in the interest of the investigators to bring this fact to the notice of the client. The expenditure as determined by the University will be calculated as the expenditure likely to have been incurred till such date on which the clients inform the investigator in writing to stop work on the project, for an ongoing projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the investigator (s) and staff of the university. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the UDF.

12.0 Proposed Model Rules for Academic Consultancy Work

12.1 Academic consultancy work shall include

- (a) Coordinating and conducting theory and/or practical classes/programmes and delivering lectures/instructions within and outside the University, during and after office hours for summer/winter schools, quality improvement programmes, continuing education programmes, vocational training programmes, entrepreneurship development, rural development, employment generation programmes, self financed postgraduate/diploma evening courses etc.
- (b) Paper setting, practical examination and/or viva-voce/ review/examination of masters and Ph.D. / doctoral dissertations and/or thesis, evaluation, superintendence, invigilation, fees for attending selection committee meeting, honorarium, fees for report writing and publications, lectures etc.
- (c) The above academic consultancy work can be undertaken by any faculty member of the University including the Vice-chancellor with information to Vice-chancellor/R & C Management Committee.

12.2 Remuneration: All fees, remuneration and honorarium in connection to conducting schools/classes/courses/academic programmes within University as specified in 12.1 (a) above shall be received in the name of the Finance Controller and deposited in the University in a separate account. After due and successful completion of work, the share of fees, remuneration and honorarium

h


placed by the University, on the mode of travel on grounds of entitlement. For distant projects all faculty members irrespective of their post and entitlement will be given air fare of economy class. DA will be paid as per University rules. Actual boarding and lodging expenses, in addition to DA, will be paid on production of receipt, subject to maximum of twice the daily gross salary at the ceiling of the person's pay scale. In case of field work, the field allowance will be permissible in addition to the DA as per University rules. All these expenses will be met out of the consultancy project funds. However, if sponsor has specified any specific condition (s) for travel under the project that shall be followed normally.

- 9.6 Outside Investigators: Provision for outside investigators is to be normally discouraged. If necessary, a provision of outside consultants will be made at the time of acceptance/approval of the project after obtaining approval from the Vice-chancellor. However, the payment may be limited to 20% of the total consultancy fee shall be allowed to outside consultants.
- 9.7 Collaboration with outside organizations/subcontracting: If collaboration with outside organizations/institutions or subcontracting a part of the project is envisaged, the nature, scope and financial budget of the proposed arrangements will also be defined at the time of project approval.
- 9.8 In addition to academic and technical staff the PI may distribute up to Rs. 4000/- or 5% of the consultancy fee whichever is less remuneration as to the other staff of the department for miscellaneous assistance rendered in the execution of the project.
- 9.9 Disagreements/Disputes:
- i. Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with R & C Management Committee to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
 - ii. In case of any dispute arising at any stage of consultancy project between Investigator (s) and the clients, the Investigator (s) will be responsible for settlement of the dispute.

10.0 Arbitration

- (i) In the event of any dispute or difference at any time arising between the parties relating to consultancy project or any other clause (s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the consultancy or otherwise in relation to the terms, whether during the consultancy or thereafter, such disputes or differences shall be endeavored to be resolved by mutual negotiations. If however, such negotiations are in fructuous the dispute shall be resolved through arbitration by two arbitrators, one to be appointed by each party to the dispute and an umpire to be appointed by the arbitrators in writing, before taking upon themselves the burden of arbitration. Such a reference shall be

- vii. Signing the Memorandum of Understanding (MOU) if required, along with HOD on the basis of the "Guidelines for MOU" available with the R & C Management Committee.
- 9.2 Appointment of Principal Investigator (P.I.)
- (a) The client (sponsoring organization, which gives the consultancy) usually approach the University for testing/consultancy work through a faculty member or a functionary of the University [i.e. Head of the Department, Dean of School, Dean of School of Planning & Resource Generation or Vice-chancellor]. When a faculty member is approached for the work, he/she will be the Principal Investigator. If he/she does not wish to be the Principal Investigator, the HOD will identify a suitable person who has expertise in that field as the PI. If the project is referred to a functionary, the Principal Investigator would be identified by the concerned HOD.
- (b) The P.I. who is due to retire from University service will identify a new P.I. for the testing/consultancy project at least three months before his/her retirement. The new P.I. should be agreeable to become P.I. The new P.I. will also give an undertaking to complete the project in the remaining funds and time period, to the Vice-chancellor through HOD. In case a new Principal Investigator is not appointed by the retiring Principal Investigator, as per guidelines in force, the University may take action as it may deem fit, which may include appointment of a new Principal Investigator, and/or termination of the project and/or any other action which it may deem fit. In extra-ordinary case involving laye consultancy projects of more than Rs. 50.00 Lacs, the services of retiring P.I. may be taken by University for maximum six months from the date of retirement.
- 9.3 Principal investigator will take approval for undertaking the testing/consultancy project through the HOD on the prescribed form obtainable from Dean, PRG who will assign a number to the project and inform the same to the Principal Investigator and the Head of the concerned Department. This completes the process of initiation of a testing/consultancy project. The above project number must be quoted in all subsequent correspondence within the University. The project file will be closed with the submission of final project report and final settlement of accounts etc.
- 9.4 A copy of all reports submitted to the "Client Firm" will be filed in the Department. In case the information in the report is considered classified by the Consultant/Client firm, a brief note to this effect may be filed with the Deptt./Centre and the Dean, PRG. The report should be made available as soon as the information contained in it is 'de-classified'. A certificate from the client that the work has been completed satisfactorily is not required except in controversial case. However, if the client is not satisfied with the work of the consultant, it is the responsibility of the consultant to either satisfy the client or ask R & C Management Committee to refund the charges to the client.
- 9.5 Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. There will be no restriction

h









- any type will be with prior approval of Dean of respective School / Vice-chancellor.
- 8.6 The PI may, with the prior permission of Vice-chancellor, avail the services of persons not in the University service as consultants, provided that HOD certifies that the services are of a nature for which the expertise is not available in Department/University.
- 8.7 In case testing & consultancy fee deposited in University is not distributed in a current financial year due to any specific genuine reason, the same will be disbursed in the coming financial year to investigators and staff as outstanding payments of the previous financial year.
- 8.8 If a prima-facie case of mal-practice and/or misconduct is established by a fact finding committee against a staff member in connection with project (s), the Vice-chancellor, on the recommendation of Dean (PRG) may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Investigator, till such time that a final decision is take by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the on-going project (s) with which he/she is connected in order that the on-going projects and obligations to the sponsor do not suffer. In case a staff member is proven guilty, he/she will be debarred permanently from testing/consultancy works for at least forthcoming ten years.

Project Initiation and Management

- 9.1 Each testing/consultancy project will have a Principal Investigator (P.I.) who will be a Faculty member/Scientist in the University and 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 the rules for testing & consultancy, and (c) if necessary, identifying other Investigators, who shall also be Faculty member(s)/Scientist (s) in the service of the University. A seed money of Rs. 5000/- may be utilized by P.I. from D.D.F. on project initiation with approval from HOD.
 - ii. Co-ordination and execution of work.
 - iii. Handling all communications with the clients.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Vice-chancellor regarding expenditure from the project funds and remuneration to be paid to faculty and staff.
 - vi. Ensuring that all reports/certificates bear the name of the Principal Investigator and his signatures and the name(s) of the Investigator(s) who participated in the project.

- 7.5 The total remuneration to be received by a faculty including the Vice-chancellor and academic staff from testing and consultancy works will not exceed 75% of his/her gross salary received during the financial year. If the total remuneration payable to a faculty exceeds the prescribed limit, the excess will be deposited in the Professional Development Fund (P.D.F.)
- 7.6 For all ministerial staff, the upper limit for remuneration from projects and other sources is 50% of the gross salary received in a financial year and for all technical staff is 75%.
- 7.7 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her professional development fund (PDF), the same will be permissible.
- 7.8 Any other guidelines needed for operating Consultancy Projects will be framed by HOD & PI and approved from R & C Management Committee.

8.0 General Conditions

- 8.1 Individuals or Departments may take up consultancy work only after taking approval of the Dean, P & RG through the Head of the concerned department. The report of Departmental Consultancy Projects will be signed by Investigators and counter signed by the Head of the Department and the report of the individual Consultancy Project will be signed by the Principal Investigator. In both cases the responsibility will be solely of Principal Investigator (P.I.)
In emergent cases where only advice at the location of organization is involved or, where testing of materials/products in the laboratory is concerned, the work may be accepted with the approval of the Head of Department under intimation to Dean, P & RG. However, normally the report may be given only when the consultancy project has been duly approved.
- 8.2 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. 10,000/- per man-day, including the days spent on travel.
- 8.3 For technical and other staff, making only site visits outside the University within the scope of an on-going consultancy project, fee may be charged on per day basis at minimum of Rs. 3,000/- per man-day.
- 8.4 No consultancy project from any agency can be taken up for an amount less than Rs. 20,000/-. This will, however, not apply for cases where rates have been fixed by the Department/University for routine testing. This limit may be reviewed from time to time.
- 8.5 Duty leave will be admissible for consultancy work for 7 working days in a calendar year within the overall limits of the duty leave. For absence beyond 7 days for consultancy work, leave as due will be taken by the staff members. Any absence from the Headquarters in connection with consultancy project of

h

8







Reema

* In case of a large consultancy project funded by a Government organization, University share may be negotiated with the approval of the Vice-chancellor.

** The distribution amongst faculty and technical staff of the concerned department will be decided by the department only.

7.2 Distribution of University share:

The distribution of University share to be credited to the UDF, RDF, DDF & PDF will be as per the following table-

S. No.	Type of Project	Distribution (%)				
		UDF	RDF	DDF	PDF	Incentive to office staff & staff welfare fund (I)
a	Departmental Consultancy Project (Type-I or Type-II)	60	15	10	10	5
b	Individual Consultancy Project (Type-I or Type-II)	60	15	10	10	5
c	Routine Testing Project	60	15	20	-	5

7.3 The Distribution of University share (clause 7.2) for incentive to office and staff welfare fund (I) will be as follows:

S.No.	Name of Beneficiary	Distribution of (I) (%)
1.	Head of concerned Deptt.	6
2.	Office staff of the concerned Deptt. (including clerk, attendants & swakshakar)	30
3.	Vice-chancellor	3
4.	Dean of Planning & Resource Generation	3
5.	Registrar	2
6.	Finance Controller	2
7.	Account Officer	2
8.	V.C. secretariat & Registrar office staff	10
9.	Finance Controller office staff	10
10.	Dean (P & RG) office staff	2
11.	Establishment office staff	10
12.	Staff welfare	20
Total =		100

The share of distribution as mentioned above may be modified from time to time by R & C Management Committee.

7.4 Sale proceeds to software products developed by a faculty member, Scientific/Research worker will be shared between University and the individual as per the norms of Type-II Consultancy Project.

[Handwritten signatures and names]
 Dr. Sunil Kumar

computer peripherals, purchase of any supportive lab equipment for professional development, TA/DA for making exploratory visits for consultancy works etc.

For any other expenditure approval of the R & C Management Committee will be necessary. Such expenditure in the opinion of the R & C Management Committee should be conducive to career/professional development of the individual.

The items procured out of PDF shall be properly accounted by the concerned department/centre and shall remain as the property of the University. PDF will be automatically transferred to RDF in case a person has retired or has resigned his job if remained unutilized.

6.0 Norms for Expenditure

- 6.1 The Principal Investigator may get specific work done on payment from outside. However, such payment may not exceed 5% of the total amount contracted for the project. For higher expenditure HOD's prior permission will be necessary.
- 6.2 Expenses incurred on reasonable hospitality not exceeding Rs. 500/- per head per meal and Rs. 200/- per head for snack etc, in connection with the consultation work can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 5% of gross fee contracted for the project. For larger expenditure approval of R & C Management Committee will be necessary.
- 6.3 An effort should be made to keep the entire expenditure (E) on the project dealing either with consultancy or testing work to a minimum and in no case it should be allowed to exceed 35% of the gross fee paid by the client.

7.0 Distribution of Consultancy Funds

- 7.1 Details of distribution of consultancy funds shall be as given below-

Item	Departmental Consultancy Projects		Individual Consultancy Projects		Routine Testing Projects
	Type-I	Type-II	Type-I	Type-II	
Total money received	G	G	G	G	G
GST	L	L	L	L	L
Total contracted amount (T)	G-L	G-L	G-L	G-L	G-L
Total Expenditure	E	E	E	E	E
Savings (S)	T-E	T-E	T-E	T-E	T-E
University share *	0.45S	0.55S	0.40S	0.50S	0.60S
Balance amount for distribution amongst faculty/staff**	0.55S	0.45S	0.60S	0.50S	0.40S

Dr. Sunil Kumar
Professor & Head
Department of Civil Engg.
H.B. Technicol University

Management Committee. The testing reports will be countersigned by Head of the Department.

4.4 Realization of Consultancy Fee:

(a) Normally the entire fee in connection with testing/consultancy works are to be deposited by the client in full, before the work commences.

In exceptional cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelled out in advance and approved by the Vice-chancellor or R&C Management Committee.

(b) All payments from clients will be received by the Finance Controller of the University.

5.0 Types of Consultancy Funds

5.1 University Development Fund (U.D.F.)

A part of the University overhead charges (UOC)/share received for testing and consultancy projects will be credited to University Development Fund (UDF). This Fund will be used for the purpose of development of required infrastructure in the University.

5.2 Research Development Fund (R.D.F.):

A part of the University overhead charges (UOC)/share received for testing and consultancy projects will be credited to Research Development Fund (RDF) operated by Dean of Research & Development and approved by Vice-chancellor. This Fund will be used for the purpose of development of research activity in the University.

5.3 Departmental Development Fund (D.D.F.):

This will be a departmental fund and it is raised through a part of the University overhead charges (UOC)/share credited from the testing and consultancy fee. The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences, workshops, seminars etc. This account will be operated by the Head of the concerned department according to a budget made by the Departmental Committee and as approved by Vice-chancellor.

5.4 Professional Development Fund (P.D.F.):

This fund is for individual academic staff, to which a part of the University overhead charges (UOC)/share from testing & consultancy projects are transferred. It is a performance-linked fund created for the faculty and other academic staff of the University with the objective of supporting their professional needs. The fund can be utilized by the faculty to attend conferences/seminars in India or abroad including payment of registration fee, pay membership subscription to professional societies, purchase of books, subscription of journals, stationary, software, data base, laptop, computer and

Dr. Sunil Kumar R...

subject to jurisdiction of civil court at location of the University/High Court at Allahabad.

4.0 Charges for Consultancy Projects

4.1 The total agreed charges of a consultancy project will consists of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project:

1. Permanent equipment to be procured/fabrication of equipment or models.
2. Consumable materials.
3. Travel expenses in connection with the project work.
4. Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.
5. Charges (if any) to be paid for the use of specific equipment in the departments or central facilities.
6. Contingency expenses to cover cost of supplies, preparation of report, typing, work processing, drawing, drafting, stationery, reproduction, literature (books, journals), membership fee of professional societies, postage, courier and telephone (including rental and STD/trunk call bills of telephone at residence), entertainment expenses, cost of insurance of personnel equipment being used for the project etc.
7. Expenses for work to be carried out on payment basis.
8. Any other expenditure considered appropriate.

Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in mind market rates for equipment, materials and services to be procured from market and the time required for the project. It is normally expected that the time spent by a faculty member on consultancy projects will not exceed a total of 30 working days during the calendar year.

4.2 Consultancy fee:

There are no rigid norms for calculating the consultation fee. This depends upon several factors such as time spent, importance of advice and experience of the faculty etc. While estimating the consultancy fee chargeable to the client, the Principal Investigator should keep in mind that only part of the total fee is available for distribution amongst the faculty and staff. The remuneration will be paid to the faculty/staff as per norms and on the recommendation of the Principal Investigator.

4.3 Charges for Testing Projects:

The University may undertake routine testing projects at a standard fee as annexed in Annexure-A. The charges for testing of those items for which the charges are not available, the same may be estimated by the faculty member who will supervise the testing work and get approval on the rates from R&C

[Handwritten signatures and initials]

involving multi-disciplinary/inter-departmental inputs or requiring use of large facilities, as well as the projects which were expected to run for a long period may be considered by a department to be taken up as a Departmental Consultancy Projects.

However, for Centres/departments with special character different from normal teaching departments the respective Centres/departments may define the scope of Departmental Consultancy Projects, in accordance with their needs, subject to the approval of the Executive Council.

3.2 Individual Consultancy Projects:

All Consultancy Projects, which are not Departmental Consultancy Projects will be treated as Individual Consultancy Projects.

3.3 The consultancy projects can be further sub-divided into -

3.3.1. Type I Consultancy Projects:

Consultancy Projects without use of University laboratory facilities will be classified as Type I Consultancy Projects which is to be normally done after the University working hours.

3.3.2. Type II Consultancy Projects:

Consultancy Projects involving use of University laboratory facilities covering field testing and field measurements, calibration of equipments/instruments and testing of equipment in laboratory/field, will be classified as Type II Consultancy Projects which can be done within the University working hours or beyond it.

3.4 Routine Testing Projects:

Projects involving only testing of materials in the University laboratory will be classified as Routine Testing Projects which can be done within the University working hours or beyond it. However, routine testing is discouraged as it diverts attention from the primary responsibilities of teaching and research.

Note:

1. For Departmental Consultancy Projects, the Principal Investigator (PI) will be decided by the Head of the Department (HOD) in consultation with the faculty members of the Department.
 2. Each consultancy project will be classified either as Type-I or Type-II and will never be bifurcated. In case of multi-disciplinary/inter-departmental projects, a single project can be divided into sub-projects of the same type on mutually agreed terms, by the consenting department.
- 3.5 Any controversy arising out of the assignment of consultancy work or non-acceptance of any consultancy project by the authorities mentioned in clause 3.1 to 3.4 is to be referred to the R & C Management Committee. The R & C Management Committee is authorized to consider prestige of project proposal received by the University and take appropriate decision to accept such project to be carried out on a consultancy basis.
- 3.6 The Principal Investigator (P.I.) will keep all the records of consultancy projects for minimum 05 years after completion of the project. In case of any litigation all the expenses will be borne by the client. All litigation will be

The bottom of the page contains several handwritten signatures and stamps. On the left, there is a signature that appears to be 'R. D. ...'. In the center, there is a signature that looks like 'S. ...'. On the right, there is a signature that reads 'Dr. ...' and another signature that appears to be 'R. ...'. There are also some faint stamps and markings below the signatures.

- 2.2 An R & C Management Committee consisting of the following members will decide various issues as may be enunciated hereafter which may arise in management and implementation of a consulting project and utilization of the saving there from.
- | | | |
|------|---|------------------|
| i. | Vice-chancellor | Chairman |
| ii. | One external nominee of the Executive Council of the University | Member |
| iii. | Four Deans of Schools | Members |
| iv. | Dean of Planning & Resource Generation | Member-Secretary |
- 2.3 The Committee shall decide any other rule and rates of Testing and Consultancy as may be needed from time to time.
- 2.4 R&C Management Committee will take decision in any controversy as per clause 3.5 of the rules.
- 2.5 The R&C Management Committee is authorized to consider prestige of consultancy projects proposals received by the University and take appropriate decisions to accept such projects to be carried out on a consultancy basis and also to permit the staff associated with such projects to draw remuneration beyond the limits specified in clause 7.5 but not exceeding 100 percent of gross salary received by an individual during the financial year.
- 2.6 The charges of routine testing for items not included in Annexure-A will be approved by R&C Management Committee as per clause 4.3.
- 2.7 R&C Management Committee is authorized to approve the consultancy projects with partial fee deposition as per clause 4.4 (a).
- 2.8 For any other expenditure of an individual not specified in clause 5.4, R&C Management Committee will take appropriate decision.
- 2.9 An approval of large expenditure on hospitality as per clause 6.2 will be approved by R&C Management Committee.
- 2.10 R&C Management Committee may modify distribution of University share as given in clause 7.3 from time to time.
- 2.11 R&C Management Committee will approve any other guidelines needed for operating consultancy projects as defined in clause 7.8.
- 2.12 R&C Management Committee will make guidelines for memorandum of understanding (MOU).
- 2.13 R&C Management Committee will help in resolving any disagreement/dispute of a consultancy project as per clause 9.9 (i).

3.0 Types of Testing & Consultancy Projects

3.1 Departmental Consultancy Projects:

A project referred to the Head of the Department, Dean of School, Dean of Planning & Resource Generation or Vice-chancellor may be taken up as a Departmental Consultancy Project. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of that faculty member. Normally, large consultancy projects

The bottom of the page features several handwritten signatures and initials in black ink. From left to right, there is a small signature, a larger signature that appears to be 'RAN', a signature that looks like 'A', a signature that clearly reads 'Somar', and a final signature that is partially cut off and appears to be 'Ramesh'.

HARCOURT BUTLER TECHNICAL UNIVERSITY KANPUR

RULES FOR TESTING & CONSULTANCY

1.0 Introduction

- 1.1 These shall be called the rules for carrying out testing & consultancy works in the University.
- 1.2 All full time faculty including the Vice-chancellor and academic staff shall be permitted to engage themselves in testing & consultancy works to such an extent that it will not interfere with the discharge of their normal duties. The University technical staff having Ph.D. degree are permitted to undertake consultancy works as co-consultant. All types of consultancy including routine testing whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the University availed is considered as University consultancy. Each consultancy project will be the joint responsibility of the University and Principal Investigator (P.I.). For purposes of these rules, consultancy shall include-
 - (a) Expert advice sought by external agencies in terms of design, planning and investigation of various industries and structures.
 - (b) Expert advice in terms of hardware, that is, production of model/pilot product and prototype projects, i.e. a stage prior to mass production manufacture.
 - (c) Testing of system software.
 - (d) Testing, repairing and maintenance of equipment.
 - (e) Testing of materials in the University labs or outside.
- 1.3 The above may involve
 - (a) Visit to actual sites of work-place of institutions, industries, enterprisers and other external agencies to assess the nature and magnitude of the problem faced and technical services required.
 - (b) Rendering expert advice and/or services in terms of materials, design, process, product, project, fabrication, investigation, expert opinion, remedial measures etc.
 - (c) Surveying of land, traffic, infrastructure, market, plant and machinery, technological feasibility, damages, environment, pollutants, wastes etc.
 - (d) Undertaking project, investigation and/or research work in connection to (b) and (c) as above.
 - (e) Industrial/academic consultancy in the form of refresher courses, classes for industry/other institutions/organisations etc.

2.0 Research and Consultancy Management Committee and its Power

- 2.1 There should be a Research & Consultancy (R & C) Management Committee as per clause 2.2 of these rules to manage Research and Consultancy works.



Handwritten signatures and initials are present at the bottom of the page, including a signature that appears to be 'Dr. Kumar'.

4.06 विश्वविद्यालय एवं कुलसचिव के प्रयोगार्थ वाहन क्रय किये जाने पर विचार।

समिति ने प्रस्ताव का भली-भाँति अवलोकन कर, सम्यक विचारोपरान्त विश्वविद्यालय के प्रयोगार्थ 01 इनोवा कार (लगभग ₹14.00 लाख + नियमानुसार टैक्स/रजिस्ट्रेशन/परिवहन व्यय आदि) तथा कुलसचिव के प्रयोगार्थ 01 वाहन (लगभग ₹8.50 लाख + टैक्स/रजिस्ट्रेशन/परिवहन व्यय आदि) क्रय किये जाने की नितान्त आवश्यकता के दृष्टिगत ₹ 25.00 लाख की सीमा के अन्तर्गत विश्वविद्यालय की बचतों से दोनों वाहन क्रय किये जाने के प्रस्ताव पर अनुमोदन प्रदान किया गया।

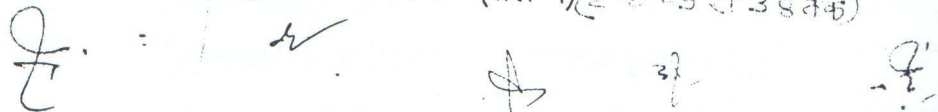
4.07 विश्वविद्यालय में अंशकालिक एम0टेक0 पाठ्यक्रमों में अध्ययनरत छात्र-छात्राओं से प्राप्त धनराशि के वितरण के प्रस्ताव पर विचार।

समिति ने उक्त प्रस्ताव के क्रम में छात्रों की पात्रता हेतु अनुमन्य दूरी (कि0मी0), उनसे लिया जाने वाला शुल्क एवं उसके वितरण आदि के संबंध में संस्तुतियाँ प्राप्त करने के लिए एक समिति गठित करने हेतु मा0 कुलपति महोदय को अधिकृत किया गया।

4.08 अध्यक्ष महोदय को अनुमति से अन्य अर्थ पर विचार।

4.08.01 विश्वविद्यालय में किये जा रहे परीक्षण एवं परामर्श कार्यों हेतु सेल का गठन एवं उससे प्राप्त शुल्क के वितरण सम्बन्धी समिति द्वारा प्रस्तुत की गयी संस्तुतियों के परिपेक्ष्य में नियमावली बनाये जाने सम्बन्धी प्रस्ताव पर विचार।

समिति द्वारा सम्यक विचारोपरान्त विश्वविद्यालय के विभिन्न विभागों में परीक्षण एवं परामर्श कार्यों हेतु विश्वविद्यालय को प्राप्त आय में से विश्वविद्यालय बचत अंश में कतिपय संशोधन करते हुए नियमावली अनुमोदित की गयी:-(संलग्न) (2023-24 का 38 तक)



4.04 विभिन्न विभागों/अनुभागों की प्रयोगशालाओं एवं कार्यालयों की मरम्मत रिनोवेशन एवं उपकरणों के क्रय किये जाने पर विचार

समिति ने विभिन्न विभागों/अनुभागों की प्रयोगशालाओं एवं कार्यालयों की मरम्मत/रिनोवेशन एवं उपकरणों के क्रय किये जाने के ₹ 668.66 लाख के प्रस्तुत प्रस्तावों पर सम्यक विचारोपरान्त निर्देशित किया कि विभागों/अनुभागों में पूर्व में हुए मरम्मत का कार्य को भी संज्ञान लिया जाये तथा प्रस्तुत प्रस्तावों पर सैद्धान्तिक स्वीकृति प्रदान करते हुए अनुमोदन प्रदान किया गया।

क्रमांक	कार्य का विवरण	धनराशि (₹लाख में)	पृष्ठ
1	मैकेनिकल इन्जीनियरिंग विभाग के क्लासरूम व लैब का नवीनीकरण	169.75	50-58
2	फूड टेक्नालाजी विभाग के लैब का नवीनीकरण	16.86	59-60
3	कार्यशाला टिन शेड आदि बदलवाने	17.90	61-62
4	कार्यशाला रंगाई-पुताई एवं रिपेयरिंग आदि	22.53	63-64
5	कम्प्यूटर साइंस एण्ड इन्जीनियरिंग विभाग में नेटवर्किंग विभिन्न कम्प्यूटर सिस्टम एवं कतिपय परचेज आइटम	2.80	65-70
6	इन्व्यूबेशन हब के अधीन विभिन्न कार्य	120.00	71-74
7	रसायन विभाग की प्रयोगशालाओं के रिनोवेशन एवं फर्नीचर आदि का क्रय	41.38	75-81
8	प्लास्टिक टेक्नालॉजी विभाग प्रयोगशालाओं रिनोवेशन कार्य	27.44	82-89
9	मा०कुलपति महोदय के आवास के निर्माण हेतु कुल योग	250.00 668.66	

4.05 बाह्य एजेन्सियों, डी०एस०टी०, यू०पी०सी०एस०टी०, एवं डी०आई०सी०-आई०आई०टी० कानपुर द्वारा प्रायोजित परियोजनाओं के विश्वविद्यालय के अन्तर्गत संचालित किये जाने पर विचार।

समिति ने उपरोक्त प्रस्ताव का अवलोकन कर अनुमोदन प्रदान किया तथा समिति द्वारा इन परियोजनाओं से प्राप्त धनराशि को शीघ्र नियमानुसार व्यय किये जाने निर्देश प्रदान किए गये।



5	पुस्तकालय (पुस्तकों एवं जर्नल्स का कय)	70.00	0.81	10.00
6	फर्नीचर / उपकरणों का कय / मरम्मत एवं उच्चीकरण	100.00	0.68	50.00
7	शताब्दी वर्ष की तैयारियों हेतु	0.00	0.00	100.00
	योग	1,625.00	783.88	1,780.00

(ग)

25	विश्वविद्यालय के सुदृणीकरण / अवस्थापना, प्रयोगशालाओं के रिनोवेशन एवं उपकरणों के कय हेतु	725.98	0.00	668.66
	योग	725.98	0.00	668.66
	महा योग	5,604.35	3,231.65	5,983.07
	शासन से प्राप्त होने वाला अनुदान (-)		1,815.47	2,041.57
	विश्वविद्यालय की होने वाली प्राप्तियाँ (-)		1,924.02	2,601.20
	पूर्व वर्षों की बचत (-)		-304.99	
	बचत (28.02.2018)		202.85	-1,340.30

उपरोक्त व्यय प्रस्तावों को तीन श्रेणी में वर्गीकृत करने के लिए निर्देश दिये, जो निम्नलिखित हैं:-

- श्रेणी (क)- में वर्गीकृत व्यय वेतन भत्ते आदि के लिए है जो वचनबद्ध व्यय है। श्रेणी (ख)- में वर्गीकृत व्यय विश्वविद्यालय की विभिन्न गतिविधियों के संचालन से सम्बन्धित है। श्रेणी (ग)- में वर्गीकृत व्यय विश्वविद्यालय के उन्नयन/उच्चीकरण/सुदृढीकरण से सम्बन्धित है।

श्रेणी (क)- इसके अन्तर्गत वर्गीकृत व्यय विश्वविद्यालय की आय/बचत/शासन से उपलब्ध धन से प्रथमतः किये जाये। श्रेणी (ख)- इसके अन्तर्गत वर्गीकृत व्ययों को द्वितीय तरीयतानुसार मितव्ययता से व्यय किये जाने एवं श्रेणी (ग)- इसके अन्तर्गत वर्गीकृत व्ययों के संबंध में निर्देश दिया कि उक्त व्यय प्रथमतः शासन से धनराशि प्राप्त होने पर किये जायें इसके उपरान्त कार्य की आवश्यकता एवं अनिवार्यता को देखते हुए विश्वविद्यालय में उपलब्ध धनराशि से किये जाने पर विचार किया जाये। समिति द्वारा एजेण्डा बिन्दु सं0 4.04 की तालिका के क्रम संख्या 09 पर उल्लिखित कार्य हेतु वरीयता के आधार पर विश्वविद्यालय की बचतों से कार्यवाही करने के निर्देश दिए गए।











(ख)

2	यात्रा व्यय	20.00	7.44	30.00
3	कार्यालय व्यय	75.00	2.89	25.00
4	टेलीफोन व्यय	10.00	3.75	10.00
5	गाड़ियों का अनुरक्षण एवं पेट्रोल आदि की खरीद	50.00	13.12	50.00
6	व्यवसायिक एवं विधिक सेवाओं के लिए भुगतान	25.00	24.98	50.00
7	विज्ञापन	50.00	17.20	50.00
8	छात्रवृत्ति	25.00	-	25.00
9	भवन किराया, गृह कर, जल कर/जल प्रभार आदि	100.00	98.22	150.00
10	भवनों/सड़कों/अतिथि गृह/33/11 के0वी0 विद्युत उपकेन्द्र के संचालन एवं मशीनों आदि का रखरखाव	250.00	98.70	260.00
11	डिपार्टमेंटल आपरेटिंग कास्ट आदि का रखरखाव			
	(क) विभागीय व्यय	50.00	10.84	50.00
	(ख) विद्युत व्यय	250.00	181.86	300.00
12	विभागीय शैक्षिक व्यय	25.00	1.38	15.00
13	चिकित्सालय	20.00	0.73	20.00
14	आडिट फीस	100.00	50.00	50.00
15	सुरक्षा गार्ड व्यवस्था	75.00	73.49	100.00
16	शिक्षक/शिक्षणेत्तर कर्मचारियों के चिकित्सा व्ययों की प्रतिपूर्ति	20.00	1.87	10.00
17	परीक्षा संचालन	50.00	44.19	70.00
18	प्रत्यायन शुल्क	25.00	-	50.00
19	अंशकालिक एम0टेक0 पाठ्यक्रमों के व्यय हेतु धनराशि	15.00	-	0.00
20	विवेकाधीन कोष	10.00	-	10.00
21	कार्य परिषद, शैक्षिक परिषद एवं विभिन्न समितियों के आयोजन हेतु	25.00	1.52	25.00
22	वाहन का क्य	10.00	-	25.00
23	लेखा, कुलसचिव, स्थापना, शैक्षिक, केन्द्रीय क्य एवं भण्डार विभाग, पुस्तकालय, छात्रावासों एवं अतिथि गृह के आटोमेशन का कार्य	10.00	0.70	25.00
24	गोपनीय व्यय	0.00	0.00	10.00
1	छात्रावास के संचालन, रखरखाव, सुरक्षा एवं विद्युत व्यय इत्यादि।	125.00	122.56	150.00
2	छात्र क्रियाकलाप के व्यय हेतु	30.00	25.65	25.00
3	ट्रेनिंग प्लेसमेंट के व्यय हेतु			25.00
4	इन्टरनेट शुल्क	10.00	1.30	10.00

4.03 वित्तीय वर्ष 2017-18 में फरवरी 2018 तक वास्तविक व्यय एवं वित्तीय वर्ष 2018-19 के आय-व्यय अनुमान के प्रस्ताव पर विचार।

वित्तीय वर्ष 2017-18 के आयोजनेत्तर पक्ष के लिए ₹ 5604.35 लाख का व्यय प्राविधान अनुमोदित है। वेतन भत्तों के लिए ₹ 3253.37 लाख एवं वेतन भत्तों के अतिरिक्त अन्य आयोजनेत्तर व्ययों के लिए ₹ 2350.98 लाख के व्यय प्राविधान अनुमोदित हैं। जिसके सापेक्ष कमशः वेतन-भत्तों में ₹ 2447.77 लाख एवं वेतन भत्तों के अतिरिक्त ₹ 783.88 लाख कुल ₹ 3231.65 लाख का व्यय 28 फरवरी, 2018 तक हुआ है। समिति द्वारा अनुमोदन प्रदान किया गया।

वित्तीय वर्ष 2018-19 के लिए वेतन-भत्तों हेतु ₹ 3534.41 लाख एवं वेतन-भत्तों के अतिरिक्त अन्य मदों के लिए ₹ 2448.66 लाख को जोड़कर ₹ 5983.07 लाख कुल प्रस्तावित व्यय प्राविधान (क, ख एवं ग) अनुमोदित किये गये। उपरोक्त व्यय प्राविधानों की प्रतिपूर्ति हेतु शासन से प्राप्त अनुदान रु० 2041.57 तथा फीस एवं अन्य प्राप्तियों से आय रु० 2601.20 कुल प्राप्तियाँ रु० 4642.77 को घटाते हुए रु० 1340.30 के अतिरिक्त अनुदान के माँग का प्रस्ताव शासन को प्रेषित किये जाने पर भी अनुमोदन प्रदान करते हुए समिति ने निम्नानुसार अनुमोदन प्रदान किया :-

(क)

क्रम सं०	मद	वित्तीय वर्ष 2017-18 के लिए अनुमोदित बजट।	1 अप्रैल 2017 से 28 फरवरी 2018 वास्तविक व्यय।	वित्तीय वर्ष 2018-19 के लिए प्रस्तावित बजट।
		(₹ लाख में)	(₹ लाख में)	(₹ लाख में)
1	वेतन भत्ते			
	(अ) शिक्षक			
	(क) वेतन	722.40	668.71	722.40
	(ख) महगाई भत्ता	997.42	633.94	997.42
	(ग) अन्य भत्ते	86.23	17.68	86.23
	(घ) एरियर सातवां वेतनमान			260.53
	योग	1,806.05	1,320.33	2,066.57
	(ब) प्रशासन			
	(क) वेतन	164.69	101.01	164.69
	(ख) महगाई भत्ता	42.40	10.50	42.40
	(ग) अन्य भत्ते	64.08	1.82	64.08
	योग	271.17	113.33	271.16
	(स) शिक्षणेत्तर कर्मचारी			
	(क) वेतन	788.70	748.40	773.93
	(ख) महगाई भत्ता	101.30	49.39	99.53
	(ग) अन्य भत्ते	42.15	34.77	23.22
	(घ) ए०सी०पी० एरियर	100.00	41.07	100.00
	(ड०) आउट सोर्सिंग	144.00	140.48	200.00
	योग	1,176.15	1,014.11	1,196.68
	योग (अ+ब+स)	3253.37	2447.77	3534.41

3.21.02 समिति द्वारा वित्त नियंत्रक को विश्वविद्यालय में दिव्यांगजन/अनुसूचित जाति/जनजाति एवं अन्य पिछड़ा वर्ग के छात्र-छात्राओं हेतु सम्बन्धित विभागों में चल रही योजनाओं की जानकारी कर उन्हें विश्वविद्यालय में लागू कराने हेतु निर्देशित किया गया।

3.21.04 समिति द्वारा एच0बी0टी0आई0 कानपुर से एच0बी0टी0यू0 कानपुर में परिवर्तित होने की दशा में सम्पूर्ण विश्वविद्यालय का रिनोवेशन कराये जाने का प्रस्ताव अध्यक्ष रख-रखाव द्वारा तैयार कर प्रस्तुत किये जाने के निर्देश दिए गए। .

3.21.07 समिति द्वारा विश्वविद्यालय में अन्तिम वर्ष स्नातक एवं परास्नातक छात्रों के लिये प्रशिक्षण एवं सेवायोजन में अभिवृद्धि हेतु वाह्य संस्थाओं के प्रतिष्ठित प्रशिक्षकों को आमंत्रित कर अंग्रेजी, जर्मन इत्यादि भाषाओं एवं व्यक्तित्व विकास के कार्यक्रम आयोजित कराने हेतु डीन, प्लानिंग एण्ड रिसोर्स जनरेशन को निर्देशित किया गया।



4.01 हरकोर्ट बटलर प्राविधिक विश्वविद्यालय कानपुर की दिनांक 09/06/2017 दिन शुक्रवार को अपराह्न 04:00 बजे सम्पन्न तृतीय वित्त समिति की बैठक के कार्यवृत्त का पुष्टिकरण।

समिति द्वारा दिनांक 09/06/2017 को सम्पन्न वित्त समिति की तृतीय बैठक के कार्यवृत्त पर किसी सदस्य की कोई टिप्पणी प्राप्त न होने के दृष्टिगत पुष्टिकरण किया गया।

4.02 हरकोर्ट बटलर प्राविधिक विश्वविद्यालय कानपुर की दिनांक 09./06/2017 को सम्पन्न तृतीय वित्त समिति की बैठक में लिए गये निणयों पर कृत कार्यवाही का विवरण।

समिति द्वारा दिनांक 09.06.2017 को सम्पन्न वित्त समिति की तृतीय बैठक के कार्यवृत्त एवं तत्सम्बन्धी कार्यवाही को संज्ञान में लेते हुए निम्नलिखित बिन्दुओं पर निर्देशित किया गया:-

3.04 समिति द्वारा विश्वविद्यालय के अन्य अनुभागों के आटोमेशन के दृष्टिगत आवद्ध प्रोग्रामरों को वित्तीय वर्ष 2018-19 में भी आवद्धता बनाये रखने के निर्देश दिए गये।

3.12 समिति द्वारा विश्वविद्यालय के समस्त छात्रावासों में निवासरत समस्त छात्र-छात्राओं हेतु शुद्ध एवं पौष्टिक आहार उपलब्ध कराने हेतु गहन मानीटरिंग करने हेतु अधिष्ठाता छात्र कल्याण को निर्देशित किया गया।

3.13 समिति द्वारा निर्देशित किया गया है कि चार्टर्ड एकाउन्टेन्ट ने यदि इस कार्य में कोई प्रगति नहीं की है तो एक माह का नोटिस दिया जाय, यदि इसके उपरान्त भी कोई उल्लेखनीय प्रगति नहीं होती है, तो चार्टर्ड एकाउन्टेन्ट का बदलाव करते हुए इस कार्य को प्राथमिकता के आधार कराराया जाये। हास्टल मैनेजमेन्ट समिति बनाने एवं अधिष्ठाता छात्र कल्याण द्वारा ही सी0ए0आडिट भी कराये जाने के निर्देश समिति द्वारा प्रदान किये गये।

3.15 समिति द्वारा कुलसचिव से विश्वविद्यालय कार्मिकों से सहमति प्राप्त करने तथा वित्त एवं लेखाधिकारी से विभिन्न फर्मों से निगोसिएशन कर प्रक्रिया पूर्ण किये जाने के निर्देश दिए गये।











13.0 Exception Clause

These rules shall normally be applicable to all testing/consultancy project. However, any changes required which does not constitute to policy change may be approved by Vice-chancellor on the recommendation of Dean of Planning & Resource Generation.

14.0 Review

These rules may be reviewed periodically after every three years or earlier as per needs. the first revision of these rules will be after 03 years of approval.

NOTE: The new rules for testing & consultancy of the University are applicable from the date of inception of the University, i.e. 01.09.2016.



Dr. Sunil Kumar
Professor & Head
Department of Civil Engrg.
H.B. Technol. Univ. /
KANPUR-208002