

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

CONSULTING AND TESTING PROJECTS

A. INTRODUCTION

IIT Gandhinagar considers carrying out consultancy projects an important activity to achieve one of its objectives in contributing to the country's industrial growth. Hence, as a matter of policy, the Institute encourages its faculty members to undertake consultancy work. These also benefit the concerned faculty members and the Institute in several ways, in addition to providing much needed service to the industry. They enrich the professional experience and knowledge of the faculty members and thus, make them better educators. The projects provide a firsthand knowledge of the current problems of industry, which is very helpful in tuning the curriculum to industry's needs. The faculty members get an opportunity to apply their ideas on practical systems. The students working on these projects are exposed to practical experience useful in finding better jobs towards the end of their studies. Finally, the consultancy projects provide some financial incentive to faculty, staff and students.

Faculty members also undertake testing projects, which are required by industries/utilities for the performance evaluation of specific products. The testing projects involve utilization of Institute laboratory facilities. Institute, however, discourages undertaking any certification work, unless the concerned facilities are recognized by appropriate authority for this purpose.

This document provides general guidelines for consulting and testing projects at IIT Gandhinagar.

B. CONSULTANCY PROJECTS

B.1 Project Initiation & Management

1. Each consultancy project will have a Principal Investigator/Investigator, who will be responsible for the following:
 - a. Formulating the project proposal which may include
 - (i) Planning of the work to be done,
 - (ii) Estimating costs, according to the guidelines provided in a later section, and
 - (iii) Identifying other collaboration partners/Investigators and consultants, if necessary.
 - b. Execution of work.
 - c. Handling all communications with the clients after the project has been accepted.
 - d. Submission of intermediate and final reports as agreed in the project proposal.
 - e. Making recommendations to the Dean, R&D regarding expenditure from the project funds and honoraria to be paid to faculty, staff and students.
2. Appointment of Principal Investigator: 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/she will be the Principal Investigator. If he/she does not wish to be the Principal Investigator or if the project is referred to a functionary, the Principal Investigator would be identified through appropriate discussions.
3. The project proposal prepared by the Principal Investigator will be forwarded to the client through Head of the Department and the Dean of Research and Development.

4. The Institute requires the total cost of the project to be paid by the client, in advance, before the work commences. In case the project is to continue for more than a year, the Institute may permit, at its discretion, commencement of work with only yearly cost deposited in advance. All payments from clients will be received by the Institute. The expenditure and disbursements will be made following the Institute procedures.

5. After the cost of the project has been received, the R&D Office will assign a project/job number and inform the same to the client, Principal Investigator and the Head of the concerned department. This completes the process of initiation of a consultancy project. The above project/job number must be quoted in all subsequent correspondence.

6. Project file will be closed with the submission of final project report and disbursement of all committed expenditure including honoraria, institute overheads & Goods and Services Tax (GST).

B.2 Budgetary Norms

From the total budget of the consultancy project, the institute overhead (current rate is 20% of the total amount) and GST will be deducted as per the applicable rates. The amount of GST deducted, would be deposited to the Government account. The project investigator will provide the break-up of the project amount in a prescribed proforma at the time of submitting the proposal and also while opening the account.

Cost of a consultancy project will consist of two parts viz., Actual Expenses, and Consultancy Fee/honoraria. The Actual Expenses should cover the following costs related to the project:

1. Permanent equipment to be procured.
2. Consumables to be used.
3. Computational charges (at commercial rates).
4. Charges to be paid for the use of specific equipment in the Institute or in central facilities.
5. Contingency expenses to cover cost of supplies, preparation of report, typing, drafting, stationery, reproduction, literature (books, journals, membership fee of professional societies), postage and telephone (including rental and STD/trunk call bill of telephone at residence) and other miscellaneous expenses.
6. TA/DA to cover site visits, meetings outside the Institute and participation in conferences within India or abroad. The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction, from the Institute, on travel by air or taxi on grounds of entitlement. DA will be paid as per Institute rules. Actual lodging expenses, in addition to full DA, will be paid on production of receipt, as per the institute, R&D office norms. For each site visit, a fee will be charged at a rate specified in the project proposal. The site visit will be treated as a consultancy assignment, and any income from such assignments will be distributed as per the existing norms for the consultancy projects. Faculty members going out of town on consultancy work will be treated to be on duty subject to a maximum of 30 days in a year. Principal Investigator and other Investigators will be permitted to use project funds (of one or several projects) for participation in conference/workshops/seminars within India and one conference/workshop/seminar outside India in a year. Normal Institute rules will be applicable for payment of TA/DA for such participations.
7. Salaries of project employees.

8. Administrative expenses for providing infrastructure for execution of project and to cover indirect expenses. The Institute will charge overhead towards administrative expenses at the rate of 20% of the total project cost (excluding the GST).
9. Any other cost.

Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in mind other market rates for equipment, material and services, R&D norms for salaries, commercial rates for computer usage, etc.

There is no rigid norm for consultation fee/honorarium to be paid to faculty members. This depends upon several factors such as importance of advice, expertise available in the country, experience of the faculty, etc. Although the consultation fee is not related to the time spent by the faculty member on the project, many experienced persons charge about four times their daily salary for the equivalent of full day of work.

C. NORMS FOR TESTING JOBS

The Institute will undertake testing jobs at standard fee or at the charges estimated by the faculty member who will supervise the testing work, along with the applicable rate of GST. The testing fee charged from the client will be divided into three equal parts for Institute funds, R&D Fund, and distribution to faculty and staff. It is, however, expected that the permissible amount may be distributed to faculty and staff in case of non-routine testing jobs and only to staff members for routine testing jobs.

D. GOODS AND SERVICES TAX (GST)

Goods and Services Tax (GST) will be charged as per the applicable rates on the total budget of the consultancy/testing projects.

E. LIMITATIONS

1. The time spent by faculty/staff members on consultation work should be limited, on an average, to one day a week.
2. Absence of faculty/staff member on consultancy work from campus should be limited to 30 days in a year, which should normally not exceed 7 working days in a semester.
3. It is expected that only those consultancy projects will be accepted by the Institute, which provide challenge befitting professional competence of the faculty members. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of the faculty members.