

Consultancy Rules – March 2019

School of Planning and Architecture, Vijayawada

Consultancy Rules - 2019

Consultancy is an important domain of the Institute affairs, aimed to provide the promotion and facilitation of professional knowledge and intellectual inputs to the society with the following key objectives -

- *Providing and offering Design and Planning services for the society at various levels and allied disciplines both nationally and internationally*
- *To enhance the technical and professional skills of Faculty and Technical Staff members in tandem with the Industry*
- *Collaborating with the Industry for technology transfer and Institution for expertise*
- *Generating internal revenue for the Institute*

The Institute encourages its faculty members to undertake Consultancy works with the above objectives for Institutional benefit without affecting the regular teaching and non-teaching activities. Faculty members are advised to engage themselves in the Consultancy works within such limits and extent as laid down by the Institute from time to time. Students and Research Scholars are also encouraged to involve themselves in the Institutional Consultancy works.

1. Definitions:

Institute Institute means School of Planning and Architecture, Vijayawada (in short SPAV)

Department means all the Academic Departments, Academic centers, centers of Excellence and Academic service centers at the Institute.

Director means Director, School of Planning and Architecture, Vijayawada

Dean Research means Dean Research of School of Planning and Architecture, Vijayawada.

Coordinator, Consultancy Cell means the Coordinator of Consultancy and Testing committee of SPAV

Contract Agreement means agreement for the consultancy assignment/ project

Consultancy Cell means Consultancy coordinators and all team members.

Consultancy Project means Consultancy assignment/job given by outside agency to a faculty and his team or institute for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or Director/Deans of the Institute which may be taken up as consultancy project by faculty.

Project Team means the team which will work to accomplish the assigned project under the respective Project Coordinator.

Project Staff means a person appointed in conformity with the guidelines to work on a project.

Consultant is an individual or government/public sector undertaking/Government organization or private company engaged for a specific period to carry out specific job.

Testing means the testing works where the rates are fixed and approved by the concerned Department.

Project Coordinator means the principal coordinator of any consultancy project or assignment.

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2. General Guidelines

All consultancy works, whether carried out by individual or a group of faculty members through the Institute and irrespective of the quantum of facilities availed in the institute, is considered as Institutional Consultancy. The Institutional Consultancy shall be carried out through signed agreements and formal requests from the concerned authorities and Clients/parties.

Each consultancy project will be the responsibility of the institute and not the individual faculty. In case the Institute realizes, by auditing the status of project, that it needs more support for the completion of the project, it can seek the advice of the Dean Research to invite other faculty members/outside consultant(s).

Attempts should be made to involve the Research/ Post graduates/Bachelors students on project basis. In case of Bachelors of Architecture and Bachelors of Planning students, undergoing training as per COA norms and ITPI norms respectively, the engagement of consultancy work should be in full compliance with the entire time period as prescribed by COA/ITPI.

3. Undertaking any Consultancy Assignment/Project *

Under this arrangement, outside parties would request the institute or a particular individual in the institute to undertake a specified project.

- a. In case the Institute is approached, the Director will forward it to Dean Research and then Dean research in consultation with the Consultancy Committee identify the interested faculty members who are competent of undertaking such work and will suggest a team which will work on the project with the approval of the Director. Director, Dean Research and Consultancy team members are also allowed to become part of it.
- b. If case the individual Faculty is approached, he/she will report it to the Director through Dean research. In this case, individual is free to make his/her team or take the advice of consultancy cell for forming the suitable team. Dean Research shall then forward the request from the concerned Faculty to take up the Consultancy assignment with the proposed team along with the scope of work and consultancy charges for approval of the Director.
- c. Draft agreement shall be prepared by the concerned Project Coordinator mentioning the details of the project, project team, scope of work, stages of work, timelines, stages of consultancy fees payment etc. for finalizing the same with the Client and the Director.
- d. Once agreed, both parties i.e. the Client and the Institute shall get into a formal mutual agreement (on the basis of CoA guidelines for Architectural works) to work on the project/assignment. Copy of the signed agreement shall be submitted to the Dean Research, Consultancy Coordinator and Accounts Department for information.

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4. Engaging External Consultants/Experts/Research Associates/Student Assistants

- The project staff shall be appointed, on contract, for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements required for the project.
- Staff appointments, as and when required, shall be advertised on the website
- The Project staff shall work for fulfilling the objectives of the project.
- Transfer of project staff from one project to another, either on completion or midway, may be permitted by the Director.
- Suitable Internal Staff, upon their willingness, may be entrusted the additional administrative responsibility as required for the project/assignment with the prior approval of the Director.

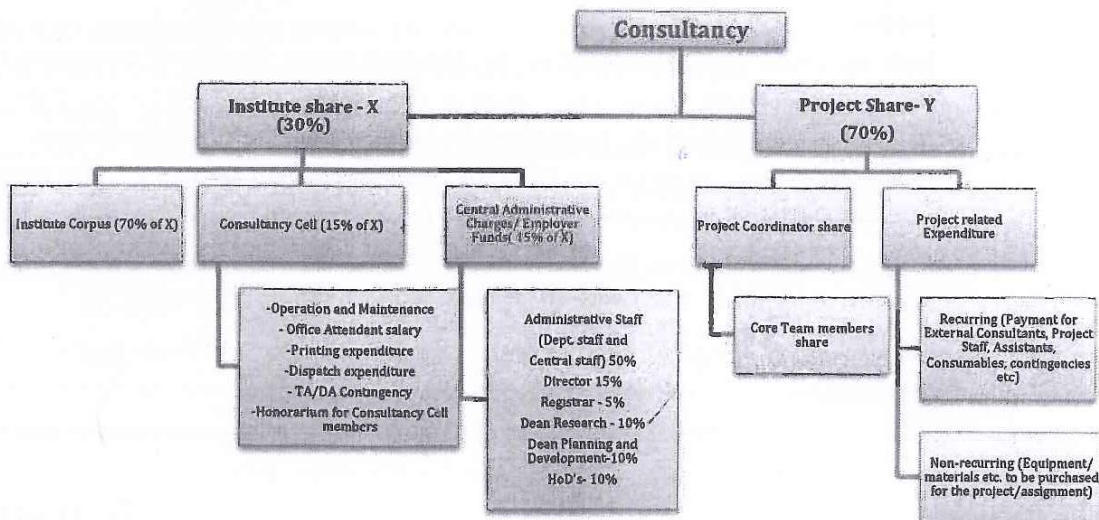
5. Sharing of Consultancy charges

S.No./	Category	Institute Share	Project Share
1	Consultancy Services	30%	70%
2	Testing	40%	60%

The consultancy and Testing project share and the Institute share should be disbursed within 45 days of receipt of the amount from the Client/Firm.

6. Consultancy Services

Minimum Consultancy charges for any consultancy project/assignment should not be less than Rs 1,00,000/- (Rupees One lakh only) excluding taxes payable. Scale of charges shall be on the basis of Council of Architecture and ITPI guidelines. Out of the above income earned under Consultancy services, the internal disbursement of funds shall be as per the flow chart below-



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6.1. INSTITUTE SHARE (30%)

Institute share will be 30 % of total Consultancy fees, which will further divided as mentioned-

- a. Institute Corpus (70 %) of the total Institute share will be transferred to the Institute Corpus account. The Institute Corpus share may be used for capital expenditure as and when required by the Institute. Dean Research shall advise the Director on the amount received under the Institute share.
- b. Consultancy cell (15%) This will be further utilised for the following expenses as mentioned below-

Sr.No	Description	Percentage
1	<u>Recurring Expenses for the Cell</u> -Travel & Stay- before project agreement (TA/DA contingencies etc.) -Stationary and Printing -Food and beverages for organising initial meetings required to take off a project -Maintenance of printers and computers Software Up-gradation Miscellaneous	70
2	<u>Consultancy cell members</u>	30
3	Total	100

The 30 % share of Consultancy cell members as honorarium will further divide as mentioned below-

Sr.No	Designation	Percentage
1	Co-ordinator Consultancy	40
2	Member-1	20
3	Member-2	20
4	Member-3	20
5	Total	100

The Consultancy cell shall assist Dean Research in all activities related to Consultancy and Testing assignments/projects like assisting in preparing Faculty profile, set up and manage the Consultancy Cell, conduct meetings in consultation with Dean Research etc.

This may revise from time to time depending upon the number of members working for the Consultancy Cell/committee. If the Institute doesnot have enough balance under this subhead, Institute shall, upon the approval of the Director, reimburse the expenditure required to take off the project before the agreement as per TA/DA rules of the Institute.

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- c. **Central Administrative Charges/Employer Funds (15%)** shall be 15 % of the total Institute share. Out of the 15 % of the central administrative charges, the disbursement will be as below -

Sr.No	Designation	Share in percentage
1	Administrative staff of SPAV (Department staff and central staff)	50
2	Director	15
3	Registrar	5
4	Dean Research	10
5	Dean Planning and Development	10
6	HoD Planning and HoD Architecture	10
7	Total	100

6.2. PROJECT SHARE (70 %)

The project share will be further divided between project coordinator and team members with prior approval of Dean research based on the scope of work, number of hours to be spent on the project and the fees payable by the Client based on the contract agreement. All the project related expenditure for the project shall be borne under this subhead.

The Project Coordinator shall maintain the project file and a copy of drawings/services/documents in the Consultancy Cell along with the entry of drawings/details dispatched through transmittals counter signed by the Clients.

If there is a major change in the team or re-designation of the team members due to some reason, the Project Coordinator shall inform the same and take the approval of the newly constituted team through Dean Research.

6.3. Site visits/Project Meetings

The number of days for site visit, survey time, field work, project meeting is to be proposed by the Project Coordinator subject to the demand of nature of work without affecting the academic work and approved by the Director through the concerned Department.

The site visit charges and TA/DA for the project site visits or for attending meetings, shall have to be paid by the Client to the concerned Faculty/Staff/Team member seperately. In case, if it is not paid by the Client, the same shall be met from the Project share and the required escalation in the fees shall be calculated in the consultancy fees during the agreement itself. Institute shall not bear the TA/DA of the Project coordinators or team members. Project

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Coordinators can draw advance from the retainer received for the project for meeting the same and settle the same upon return.

There is no ceiling limit for amount received by the Project Coordinator or project team members or staff for any consultancy assignment/project. The charges for external Consultant(s)/Expert(s) appointed for the project shall not exceed 30% of the Project Share. Project subcontracting should not exceed 50% of the project share.

In case the Consultancy work results in a patent, the Institute Patent rules will apply and the share of the profits accruing out of such inventions will be distributed between the Institute, the Client firm and the Project Coordinator (Internal) equally.

6.4. Administrative support by the Institute

The account section of the institute shall maintain all accounts with regard to all the receipts on account of consultancy/testing fees and make disbursement of the remunerations, reimbursements, TA & DA (if any) and project share to the various Faculty/staff involved with such services on the recommendation of the Project Coordinators through Consultancy Cell within 45 days of the receipt of the same.

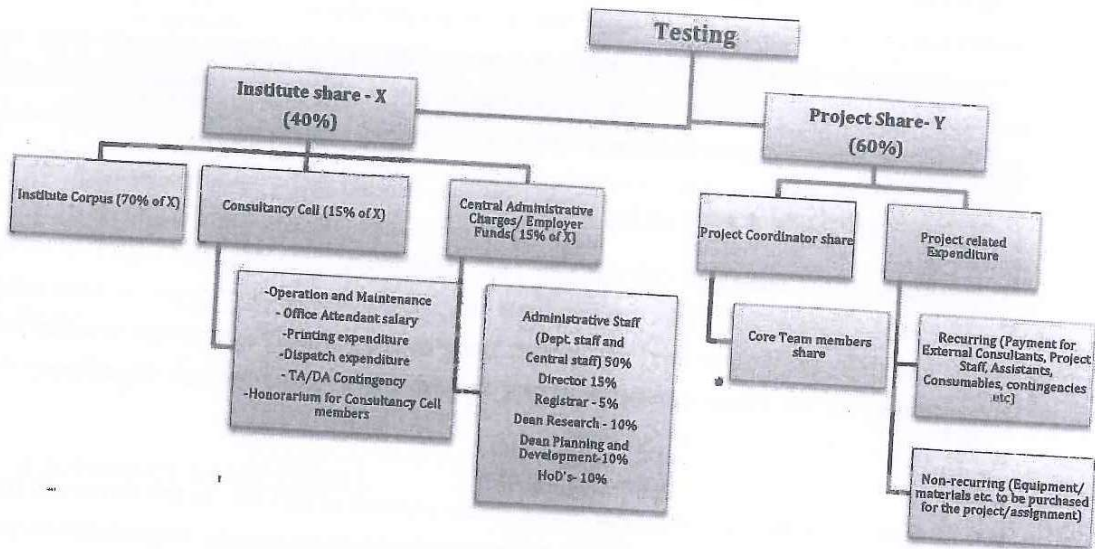
Accounts Department shall also ensure timely payment of GST etc. to the concerned Govt. department in accordance with the rules. The amount received on account of the Institute share shall be credited in a separate book of accounts under the head of account of Institute Corpus (Consultancy account) and Consultancy Cell. Separate accounts have to be maintained for Institute Corpus and Consultancy Cell. This should not be amalgamated with the general revenue, of the institute.

7. TESTING

Minimum Testing charges for any project/assignment should not be less than Rs 10,000/- (Rupees Ten Thousand only) excluding taxes payable. 40% of the receipts will be Institute share and 60 % will be the Project Team share. All expenses towards testing are to be met from the Project Team share. Equipments shall be utilised from the Institute Lab facilities.

The word "Testing" refers to testing a component or a product against a standard. Examples could be testing the Compressive and flexural strength of concrete, Tensile strength of steel, properties of bitumen for road construction, compaction strength of soil etc. The Institute will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. It shall also include any simulation work or similar nature of work which can be directly undertaken in the Institute lab. The overall Testing charges as received by the Institute shall be similar to the Consultancy procedure and will be disbursed as per the flow chart below-





The testing jobs can be initiated by faculty once request is received for the testing job through the Consultancy Cell or if the Institute receives the request for testing assignment, it can refer to Dean Research for further undertaking the work-

- The procedure for overall operation of the project is similar like that of consultancy project.
- The Institute (through its faculty) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the following results.
- Schedule of charges for material testing like Compressive strength of concrete cubes, concrete cylinders, split tensile strength of concrete, tensile strength of steel, tests on cement, tests on aggregates etc. will be on par with other national or leading Institutes. The rates for the same will be released with the approval of competent authority from time to time.
- The accumulated testing fees as received by the Institute from time to time may be disbursed every quarterly. The GST and relevant taxes shall be paid by the Accounts section as per GST regulations.
- Testing related expenditure shall be reimbursed to the Team/Faculty upon submission of bills and vouchers within 45 days.

8. Project Monitoring Committee

Dean Research, with the approval of the Director, shall form a Project monitoring Committee. The Committee shall meet bi-annually and appraise the Dean Research about the project progress.

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ANNEXURE - I

The Project Positions and required Qualifications are suggested as mentioned in the table below-

A.	Position	Minimum essential Qualifications
1	Project Consultant(s)	As desired by Project Coordinators
2	Project Associate	B. Arch/B. Plan/B. Tech with 2 years experience
3	Project Assistant (Technical)	B. Arch/B. Planning/B. Tech or Diploma with 4 years experience or similar qualification
4	Project Assistant (Admin)	Graduation
5	Student Assistants (Only SPAV students)	Undergraduates from III year and above B. Arch/B. Planning /Post graduates in Architecture or Planning or allied field as required for the Project Coordinator
6	Project Attendant (Admn/Tech.)	12th pass or 10th pass + 2 years' experience or 8th Pass + 4 years' experience *

Project Consultant can be hired on project basis and his services can be utilised from wherever he/she is operating from.

All other positions will be hired on contract for a duration for which he/she will be a contract employee of the Institute. Contract rules as approved by the Institute shall apply for all the contract Staff hired for working for the projects.

The emoluments will be decided by the selection Committee for appointment of Project staff. The initial contract shall be given for 6 months which can be extended upon satisfactory performance of the candidate. In case, the candidate is not performing his duties as per the Project Coordinator, he/she may be given one month notice to leave the position.

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