



## MAHARAJA BIR BIKRAM UNIVERSITY

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No.F.51(5)/MBBU/Project Proposal/Guidelines/Consultancy/2024/6365-7A March 18, 2024

### NOTIFICATION

This is hereby notified for information of all concerned that the “*Guidelines for Consultancy Project*” has been published and come into force with immediate effect. The Guidelines cover the following segments in detail:

1. Preamble
2. Short Title and Application
3. Definition
4. Extent and Applicability
5. Nature and Consultancy Assignments
6. Eligibility for Undertaking Consultation
7. University Consultancy Norms
8. Consultancy Approval Process
9. Costing Of Consultancy Projects
10. Financial Accounting
11. Compliance
12. Code of Conduct
13. Amendments
14. Limitations
15. Consultancy Committee
16. Interpretation Rules
17. Annexure

The Guidelines for Consultancy of MBB University will serve to develop long term research collaborations with industry and have economic & social impact with an aim of promoting external engagement at local, national or global platform for generating as well as facilitation knowledge, pursuit and innovation.

This issues with the approval of the Vice-Chancellor, MBB University.

(Dr. Sumanta Chakrabarti)  
Registrar

*Sumanta*  
18/03  
2024

#### Copy to:

1. The P.A. to the Vice-Chancellor, MBB University, Agartala.
2. The Controller of Examinations, MBB University, Agartala.
3. The Director (I/C), College Development Council, MBB University, Agartala.
4. The Coordinator, IQAC, MBB University Agartala.
5. The DDO, MBB University, Agartala.
6. The HoDs/In-charges/Coordinators, Departments of English, Mathematics, Political Science, History, Library & Information Science and Diploma Courses, MBB University, Agartala.
7. All Faculty Members, MBB University, Agartala.
8. The Assistant Controller of Examinations, MBB University, Agartala with a request to upload this Notification with Guidelines in MBBU Website.
9. Notice Boards, Academic & Administrative Blocks, MBB University, Agartala.
10. Guard File of this Office.

# **GUIDELINES FOR** **CONSULTANCY PROJECT**

*(This guideline is made in accordance with the Notification No.F.15(16)/MBBU/  
Academic/IQAC/2021(VOL-ii)/4563-67 Dated December 22, 2021)*



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*15/03/24*

## **CONTENTS:**

1. PREAMBLE
2. SHORT TITLE AND APPLICATION
3. DEFINITION
4. EXTENT AND APPLICABILITY
5. NATURE OF CONSULTANCY ASSIGNMENTS
6. ELIGIBILITY FOR UNDERTAKING CONSULTATION
7. UNIVERSITY CONSULTANCY NORMS
8. CONSULTANCY APPROVAL PROCESS
9. COSTING OF CONSULTANCY PROJECTS
10. FINANCIAL ACCOUNTING
11. COMPLIANCE
12. CODE OF CONDUCT
13. AMENDMENTS
14. LIMITATIONS
15. CONSULTANCY COMMITTEE
16. INTERPRETATION RULES
17. ANNEXURE

  
18/03/24

# MAHARAJA BIR BIKRAM UNIVERSITY CONSULTANCY POLICY

## 1. Preamble:

Consultancy, which is devoted to research and education, constitutes an important activity in University. Consultancy opens the doors for university-industry interaction, practical training, project work and placement opportunities for the students. Maharaja Bir Bikram University encourages its faculty in external consultancy engagements for generating and facilitating knowledge which will have economic and social impact.

## 2. Short Title and Application:

- 2.1. This document shall be called the "Maharaja Bir Bikram University Consultancy Policy, 2024"
- 2.2. This document shall come into force from the date of its notification.

## 3. Definition:


Expert Professional Advice/ Testing services offered by Individual faculty/ team of faculty to the external agencies- Government/ Semi-Government/ Private are defined as Consultancy Activity.

## 4. Extent and applicability:

- 4.1 Consultancy Services may be offered to Industries, Service Sector, Government Departments and other National and International agencies in suitable areas for expertise available with the faculty of the University.
- 4.2 The Service offered shall be only the lines of 'Professional Services' and will hence carry with the obligations and ethical requirements associated with such services as indicated in the standard terms and conditions (Annexure-I)
- 4.3 Consultancy services offered may cover activities such as Technology Assessment, Assessment of Designs, Energy, Environmental and Manpower Audits; Product Design, Software Development, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement, management advice and so on.
- 4.4 All Consultancy related jobs need to be structured and executed in the spirit of promoting Maharaja Bir Bikram University- Industry interactions, increasing placement opportunities of University graduates and generating funds and increasing academic excellence of the University.

## 5. Nature of consultancy assignments:

- 5.1. Standard Terms and Conditions, where the work is taken up in good faith between the consultant and the client (Annexure-II).
- 5.2. Consultancy and related services offered will be divided mainly into two categories.

  
14/09/24

**5.2.1. Category-1:** Expert Advice and Development Projects: This type of project will be expertise intensive and based on the individual expertise of the consultant.

**5.2.2. Category-2:** Testing Projects: This type of project will be infrastructure intensive and will be based on extensive usage of the institute infrastructure.

## **6. Eligibility for undertaking consultation:**

The full-time faculty can take consultancy and related assignments as Principal Consultant. However, the Principal Consultant, if required, may engage adjunct faculty, research scholars, students and technicians as members of the consulting team.

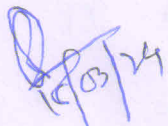
## **7. University Consultancy norms:**

Consultancy work taken up by Consultants is subject to the following guidelines:

- 7.1. The services of permanent employees of the University may be utilized for the execution of the consultancy projects.
- 7.2. Faculty members going out of the town on consultancy work will be treated to be on duty subject to a maximum of 20 days in one calendar year in accordance with Rule 103 (7) of First Statutes, 2018 of Maharaja Bir Bikram University Act, 2015.
- 7.3. Students who are willing to work on consultancy projects may be permitted as per the requirement of the Principal Consultant provided that such engagement will not adversely affect their academic commitments and performance. Such students, if engaged, may be compensated by suitable honoraria as per provision in the consultancy budget.
- 7.4. Travel out of the campus on account of consultancy activities. If provided within consultancy budget, should be undertaken with approval of the Vice-Chancellor.

## **8. Consultancy approval process:**

- 8.1. Consultancy projects may be initiated either by requests/enquiries from the industry/organization to the University or by discussion between the industry/organization and the Consultants following approval of the Vice-Chancellor.
- 8.2. When the enquiry is directly received by the University, the work will be assigned to specific consultant(s) or groups of consultants depending on their expertise and existing commitments.
- 8.3. In the event of a client preferring the services of a specific consultant, the assignment may normally be given to the identified person as consultant with approval of the Vice-Chancellor.
- 8.4. The Charges, once finalized, will not be negotiable.

  
19/03/24

## **9. Costing of Consultancy projects:**

- 9.1. Consultancy Fee (CF):** This will include the charges for the time of the University's consultant(s).
- 9.2. Charges for Personnel engaged in Technical Services (CPTS):** This charges include payment to the permanent employees of the University for their effort in the execution of the project.
- 9.3. Project Staff Salaries (PSS):** This refers to the salaries payable to temporary staff employed specifically for the project.
- 9.4. Operational Expenses (OE):** These include expenses incurred on consumables, contingencies, travel and daily allowances, honoraria for students and all other expenses related to the consultancy project.
- 9.5. Overheads (OH):**  
For Consultancy Projects ten percent (10%) of the total project cost and for Sponsored projects fifteen percent (15%) of the total project will be charged as institute overhead and paid to the institute Development Fund (IDF). For sponsored projects, if the sponsoring agency is a Govt. agency, then norms of the Govt. agency regarding sponsored projects for overheads will be followed.
- 9.6. Capital Equipment (CE):** This will include charges for the purchase of specific equipment for implementation of consultancy projects.
- 9.7. GST and other taxes as applicable shall be provided for in the project cost.**

## **10. Financial Accounting:**

The Consultant is responsible for maintaining the financial records of the project/test services. He/ She should submit a detailed expenditure statement to the Finance Officer forwarded through HoD/ In-charge and School Dean of the concerned faculty upon successful completion of the consulting work.

## **11. Compliance:**


The faculty engaged in the consultancy activities should comply with the consultancy regulations/polity guidelines of the University.

## **12. Code of conduct:**

The faculty handling the consultancy work should maintain the highest standards of ethics. He/ She shall not involve in plagiarism, unfair means of getting the consultancy offers and breach of contract with the customer s/consulting companies.

## **13. Amendments:**

This policy may be reviewed periodically to rectify anomalies, if any and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by Vice-Chancellor.

  
18/03/24

**14. Limitations:**

It is expected that only those consultancy projects and routing test will be accepted by the institute which provide challenges 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 faculty members. Thus the time spent by a faculty / staff member on consultation work should be limited on an average to one day a week.

**15. Consultancy Committee:**

To monitor the Consultancy works a Consultancy Committee be constituted as follows:

- i) Chairman – One Associate Professor/ Professor of MBB University will be nominated by Vice-Chancellor, MBB University.
- ii) Member - One member nominated from outside institute, to be nominated by the Vice-Chancellor, MBB University.
- iii) Convener – HOD/ In-charge of the concerned Department.

**16. Interpretation of Rules:**

Whenever difficulties arise in interpreting rules or relaxations and modification are required for smooth functioning of consultancy work, the consultancy Committee and Vice-Chancellor, MBB University will be the competent authority on behalf of MBB University.

*18/03/23*

## Annexure-I

### Standards Terms and Conditions

- 1. Declaration:** All work undertaken by Maharaja Bir Bikram University, Agartala as part of the project will be in good faith and based on material/ data/ other relevant information given by the Client requesting for the work.
- 2. Confidentiality:** Due care will be taken by Maharaja Bir Bikram University, Agartala to maintain confidentiality and discretion regarding confidential information received from the client, including preliminary study reports, technical/ financial. Marketing data, drawings, process plans, results and identity of the client.
- 3. Reports:** Any test or other consultancy report given by Maharaja Bir Bikram University, Agartala will be based on work performed according to available standards and/or open domain literature. This report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes without prior consent from Maharaja Bir Bikram University, Agartala. The University reserves the right to retain one copy of the report and use the results of the project for its teaching and research purposes with due acknowledgement.
- 4. Work Performance:** Every effort will be made to complete the specified work according to the planned time schedule. However, Maharaja Bir Bikram University, Agartala shall not be held responsible for delays caused beyond its reasonable control.
- 5. Conflict of Interest:** Maharaja Bir Bikram University may take up for other clients also in the same area, provided to the best of the Maharaja Bir Bikram University's knowledge, there is no conflict of interest in undertaking such projects.
- 6. Payment:** The payments of consultation charges to Maharaja Bir Bikram University are to be made through a demand draft drawn in favour of D.D. O Maharaja Bir Bikram University, Agartala. The charges will also include any applicable tax as prescribed by the Government of India from time to time. In case of RTGS/NEFT remittances, the account in which payments may be remitted is as follows:

Name of Account holder:

Name of the Bank:

Branch details:

Bank A/C Number:


- 7. Termination:** The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both the parties will meet any residual obligations in connection with the project. If there is any dispute related to execution of the project consultancy, the matter will be resolved under the jurisdiction of the High Court of Tripura.



**8. Liability:** Maharaja Bir Bikram University shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause which is beyond its reasonable control. The liability of Maharaja Bir Bikram University shall be limited to the funds received from the project.

The above terms and conditions will apply to all consultancy projects taken up by any faculty of Maharaja Bir Bikram University and will form part of contract signed with the client organization.

**9.** In addition to these terms and conditions, some additional conditions may be incorporated at the time of signing up the consultancy contract in consultation with the concerned project consultant with prior approval of the Vice-Chancellor.

  
18/03/24

## Consulting Assignment Format

Job No.

Date:

Sl. No	Category 1 Job: Expertise based Consultancy
1	Name of Consultant:
2	Department/ Centre/School:
3	Cons estimate:

Sl. No	Head of Expenditure	Amount (Rs)
i.a.	Consultant Fee (CF)	
i.b.	External consultant, if any	
ii	Charges for Personnel in Technical Services (CPTS)	
iii	Project Staff Salaries (PSS)	
iv	Operational Expenditure (OE)	
v	Overheads (5% of i+ii+iii+iv)	
vi	Total	
vii	GST (as applicable @ 18% of vi as example	
viii	<b>Grand Total (vi+vii)</b>	

**Note:** GST will change as per nature of consultancy project and the rules and regulation of Government of India as may be amended and would be applicable from time to time.

**Signature of the consultant:**

**Signature of Dean:**

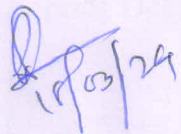
**Date:**

**Copies to:**

Vice-Chancellor for information

Registrar

School Dean

  
18/03/24

## Consulting Assignment Format

Job No.

Date:

Sl. No	Category 2 Job: Testing jobs
1	Name of Consultant:
2	Department/ Centre/School:
3	Cons estimate:

Sl. No	Head of Expenditure	Amount (Rs)
i.	Consultant Fee (CF)	
ii	Charges for Personnel in Technical Services (CPTS)	
iii	Project Staff Salaries (PSS)	
iv	Operational Expenditure (OE): Material Utilities/ External Service Machine/ Equipment hours (used either internally or rented service utilized from third parties outside)	
v	Transport and Incidentals Overheads (5% of i+ii+iii+iv)	
vi	Total	
vii	GST (as applicable @ 18% of vi as example	
viii	<b>Grand Total (vi+vii)</b>	

**Note:** GST will change as per nature of consultancy project and the rules and regulation of Government of India as may be amended and would be applicable from time to time.

**Signature of the consultant:**

**Signature of Dean:**


**Date:**

**Copies to:**

Vice-Chancellor for information

Registrar

School Dean

  
18/03/24