

Consultancy & Testing

All faculty are encouraged to do consultancy and testing assignments. It is service to the society as well as helps in (i) acquiring practical knowledge(ii) revenue generation(IRG)

Consultancy and testing assignments can be made possible in different ways

- (i) Establish contacts with the industries – so that if industries need our help, they will contact you.
- (ii) Industries may write to HOD /Dean/Director – which will be directed to the concerned faculty by HOD through consultancy coordinator of the Dept.
- (iii) You can contact industries when you are understanding that you can solve the problem.

Consultancy and testing assignments are generally individual but it also be a team work based on the quantum & type of work.

Starting

Once the order is received (it shall be addressed to HOD or Dean (R &C) or Director), an agreement may be signed for bigger and long duration work. The request for the same shall be forwarded through HOD to Dean (R &C) . Agreement shall give all details- duration, payment schedule etc

For small and minor work, no need of agreement. Faculty can directly start the work.

Fees/Charges for the work

Consultancy /testing charges shall be fixed by the faculty based on the amount of work involved, no. of man power , time involved, travel/lodging etc.

There will be **GST** (18%) +cess applicable for the amount.

There can be **income tax applicable** if the industry needs.

So total claim for the work shall be made based on tax also.

On getting the order

Once the order is received, copy of the same shall be submitted to Dean R &C .
Copy of the agreement, if any, shall also be submitted

Work shall be initiated immediately, without affecting regular teaching & research work, so that same can be completed in time.

Payment

All payments shall be made in favour of Director, NIT Calicut. No cash payment will be received. Account details shall be collected from Dean R &C office.

Once the cheque is received/online- transfer is made, details with request for paying Tax- GST shall be submitted to Dean (R &C) office (immediately to avoid penalty of tax payment)

Expenditure

All expenditure shall be made as per GFR /Institute guidelines, under consultancy and testing assignments. All travel shall be with prior approval.

Advance

Advance from the consultancy and testing account is taken generally to purchase consumables or to meet contingency /travel expenditure , only if critical. **Advance request (form)** with proper justifications + item wise budget (with appropriate head) recommended by HOD shall be submitted to Dean R &C. Please attach copy of the amount received (transaction details)

Advance will be sanctioned only of the Institute received fund from the concerned industry.

Any advance taken shall be settled as per Institute rule. All advance shall be settled through R & C office.

Work completion

On completion of the work, detailed report (as per the requirement) shall be submitted to the Industry. (copy shall be given to Dean R &C).

Bill of charges/Invoice

Amount for consultancy and testing work shall be claimed by submitting bill of charges or invoice signed by HOD.(in the prescribed form)

Distribution of Share

Once the complete work is over and report submitted , settled all the expenditure , then all the amount as per bill of charge is received from industry, faculty can give a submission for distribution of share amount -IRF and the concerned faculty , technical staff, etc

So calculate the amount available after settling all the expenditure. Plan for a distribution of the amount as per the Institute/ dept norms.

Example: Total amount available after settling all the expenditure is X

Then –(A) 60% of X is the Institute share _ IRG

(B) 40% of X is for distribution of share amount the concerned faculty , technical staff, etc

How to distribute 40%

The 40% of the amount shall be distributed as follows:

(i) Institute admin share- (share to Director, Director office, Registrar, registrar office, Dean R&C office, accounts section- 5% of (40% X)

(ii) Dept admin share- share to HOD, office staff) -5% of (40%X)

(iii) Remaining 90% of (40%X) shall be for concerned faculty +technical staff.

Give a submission to R &C office showing (i) Institute admin share (here details will be provided by dean R &C office) and (ii) complete details –name, amount, account no. bank, IFSC code etc of persons for Dept admin share, concerned faculty +technical staff.

Copy of receipts of fund received shall also be attached.