

ANDHRA UNIVERSITY



Consultancy Policy

Andhra University Visakhapatnam

Consultancy Policy

The Andhra University has created the Resource Mobilization Cell (RMC) at the instance of the University Grants Commission in the year 1993 and later it was renamed as A.U Development Centre (AUDC) in the year 2001. In 2018 A.U Development Centre (AUDC) was renamed as Centre for Industrial and Scientific Consultancy(CISC). Man-power, Infrastructural facilities of the University, Alumni and Industry interaction have been identified as potential sources to be exploited for the development of the University.

The objectives of the CISC are:

- To strengthen interaction of the University with industrial and commercial establishments through sponsored research and consultancy
- To develop and promote training programmes to suit the requirements of trade and industry.
- To manage the infrastructure facilities of the university for better utilization and resource generation.
- To participate in the economic development of the region and the nation.
- To encourage faculty members to actively involve in consultancy and generate the funds for development of the university
- To establish Chairs in departments with support from industry
- To improve the student facilities such as Hostels, Library books
- To contribute to the corpus fund of the university

The Development Centre continuously puts its efforts in spreading its network with industries by offering consultancy and Collaborative research. The Established links are being effectively utilized in supporting student training, Project works, and Campus placement activities and to plan for lectures by experts from industry, to expose the students to real life situations. AUDC works as interface between the industries and departments of the university and identifies mutual areas of Interest for R&D and consultancy. The development centre uses its links with industry to enable university to enter into MoUs for mutual benefit.

The Consultancy, advisory, vetting or other such services taken up by the faculty or staff of the Andhra University should be routed through Director, CISC, Andhra University only.

The total amount or charges to conduct or carry out the study or work as in the work order/proposal towards the consultancy or other such services here after referred /sated as charges of the consultancy or other such services should be paid to the Director, CISC, Andhra University only. The total consultancy amounts or charges towards each of the consultancy, vetting, advisory or other


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such services received by the O/o Director, CISC, Andhra University will be disbursed as per the details given below.

1. Consultancy or Other Such Services

- a) AU overhead charges/share: The overhead charges to be paid to the Andhra University are 40% of the total consultancy or other such services' charges after deducting the GST and expenditure incurred as per norms towards carrying out the work by the consultant (s). The expenditure should be limited to a maximum of 50% subject to production of proper bills.

OR

After deducting GST, a minimum of 20% of the total consultancy or other such charges are to be paid as the Andhra University overhead charges/share.

- b) The charges payable to the laboratory/departments of the Andhra University colleges/centers excluding GST will be paid directly to the respective lab/departments by the Director, CISC, Andhra University without deducting TDS and Andhra University share. Therefore, TDS and Andhra University share should be remitted back to the Director, CISC, Andhra University payable at Visakhapatnam, for onward payments to the concerned departments' accounts as per norms.
- c) i) The GST charges, as applicable from time to time, will be deducted from the total consultancy or other such services at the O/o The Director, CISC, Andhra University and in turn the same will be remitted to the AU GST account.
- ii) The University share of 40% will be distributed between the Andhra University and the Principal of respective Colleges of the Andhra University as 35% and 5% respectively. The 5% share provided to the Principal of the respective college should be used for the college developmental activities as per the norms.
- iii) The expenditure incurred in carrying out the consultancy includes TA and DA for the Andhra University staff involved in the consultancy work and charges towards lab / testing facilities of other organizations / departments outside the Andhra University. However, the remuneration/consultant share of the university staff shall not be included as part of the


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expenditure. The total expenditure incurred in carrying out the work is limited to a minimum of 50% subjected to production of proper bills.

iv) The income Tax Deductible at Source (TDS) will be deducted as per the norms in force at the time of disbursement.

II. Lab Testing Charges

- a) The GST and Income Tax viz, TDS, where ever applicable, should be deducted from the total laboratory testing charges/income received by the laboratory or department or center or college of the Andhra University and the same is to be remitted to the Director, CISC, A.U. for onward payment to the concern GST and IT accounts as per the norms.
- b) i) After deducting the GST and expenditure made as per norms pertaining to the cost of the materials, equipment calibration, spare parts related to the laboratory test (s)/equipment from the total laboratory testing charges/income received, 35% of the laboratory or testing charges/income should be remitted to the account of the Director, CISC, Andhra University as part of the Andhra University share and
- ii) 5% of the laboratory or testing charges/income, should be remitted to the account of the Principal of the respective college of the Andhra University. The 5% share provided to the Principal of the respective college should be used for college developmental activities as per the norms.
- iii) The balance 60% of laboratory testing charges/income, after expenditure, payment of the university and college share as mentioned above in (b) I & II should be distributed as follows.

i	Towards the development of the department	7.50%
ii	Teachers of the concerned laboratory	23.00%
iii	The Head of the Department	3.50%
iv	For all Teaching staff of the Department	10.00%
v	For Lab technicians / staff	12.50%
vi	Department office staff	3.50%

(The pooled up 10% lab testing charges from all the labs towards teaching staff should be evenly paid/distributed among all the faculty of respective department.


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* The 12.5% share for the lab technicians/staff is to be further bifurcated as i) For Lab technicians /staff of concerned laboratory is 7.50% and ii) For Lab technicians / staff of the Department is 5.00% which should be evenly paid/distributed among all the lab technicians/staff of the all laboratories of the department.

III. The Other Stipulated Conditions

The faculty or staff of the university, including retired, should follow the norms while undertaking/offering the laboratory testing, consultancy, vetting or other such services.

- a. All the faculty / staff of the university are directed to submit the quotations, proposals etc through the **Director, CISC, Andhra University only**
- b. All faculty and/or staff (including retired faculty) should see that the request for any proposal for consultancy or other such services from various organization/departments should be addressed to the Director, Centre for Industrial and Scientific Consultancy, Andhra University only.
- c. Before taking up the any consultancy or other such services' works, a copy of the work order along with details of works undertaken by the faculty or staff as consultant should be submitted to **Director, CISC, Andhra University**.
- d. All the (faculty/staff) consultants are directed up keep the copies of the relevant records such as Client Letter, Consultant Quotation, Work Order, Report, Invoice/Bill, Payment details, Disbursement details (CISC) for submission of such details of organizations or agencies like NAAC, NBA, ISO certification etc. as and when necessary.
- e. In case of scientific / technical project works funded or sponsored by R& D units of Govt./Departments/PSUs, University share may be 10% after deducting GST and other applicable taxes from the total received amount, subjected to submission of at least one research article/paper related to the project work that is published in a reputed journal.
- f. If, any consultant/faculty or staff is found offering testing / consultancy / technical / vetting services or other such services or issuing such certification without following the said procedure cited in these proceedings will be liable for stringent action against his/her failures.



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