



Indian Institute of Technology Jodhpur  
Office of Research & Development

No. IITJ/R&D/2021-22/13

Date: 22 March 2022

**NOTIFICATION**

**Subject: Guidelines for Engagement in Consultancy Projects**

As approved by the *Research & Development Management Committee* in its 6<sup>th</sup> meeting held on 21 December 2021, the procedure for engagement in consultancy projects is hereby notified and annexed at **Annexure A**.

Form No: R&D/ Admin-05 will be used for engagement in any consultancy project and it will be submitted to Office of R&D.

This issues with the approval of the competent authority.

Baikuntha Nath Sahu  
Assistant Registrar (R&D)

**Copy to:**

1. Director – for kind information
2. Deputy Director
3. Dean (R&D)/ Associate Dean (R&D)
4. Registrar
5. All HoD/ Associate Deans
6. All Faculty Members
7. Office of R&D
8. Webmaster for uploading in the Institute Website



**Form for Engagement in Consultancy Project**

**PART - I : External Form**

1.	Title of Project	
2.	Investigator (s)	<p>i) Name: Department: Email: Contact:</p> <p>ii) Name: Department: Email: Contact:</p> <p>iii) Name: Department: Email: Contact:</p>
3.	Client	<p>i) Name and Complete Address for Communication</p> <p>Email: Contact Number:</p> <p>ii) Contact Person:</p> <p>iii) Type of Organization</p> <p><input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government</p> <p><input type="checkbox"/> Foreign Org. <input type="checkbox"/> Others (Please specify)</p>
4.	Type of Project	<p><input type="checkbox"/> Product Development <input type="checkbox"/> Process Development <input type="checkbox"/> Advice</p> <p><input type="checkbox"/> Others (Please specify):</p>
5.	Brief Description of Project	

6.	<b>Terms and Conditions</b>	a) Scope of assignment  b) Receivables from Client  c) Deliverables to Client  d) IP and/or Royalty issues, if any			
7.	<b>Total Charges</b>	Terms of Payment:			
8.	<b>Expected Time Schedule</b>	a) Duration (weeks, months or years)  b) Starting Date  c) End Date:			
9.	<b>Agreement Between Client and IIT Jodhpur (Optional for Client)</b>	This agreement is subject to the standard Terms and Conditions as given in the Annexure, unless specifically agreed to otherwise			
			Name	Signature	Date
		Investigator-In-Charge			
		IITJ Representative			
		Client's Representative			
		Start date is normally reckoned from the date of tendering/award of project charges or any date following but not preceding it.			

**PART II: Internal Form (Not to be conveyed to clients)**

10.	Personnel Utilization Envisaged	<u>Investigator/Expert/Student</u> i) ii) iii) iv)																
11.	Sub-Contracting, If Any	Work details in brief:  Estimated charges:																
12.	Duration of Engagement of Investigators in Consultancy Project	Duration of Engagement in Current Projects: _____ (in hours) Total Period: Start Date: _____ End Date: _____ Engagement as Consultant in any other Projects Duration of Engagement: _____ (in hours) Total Period: Start Date: _____ End Date: _____																
13.	Break-Up of Estimated Cost																	
	(A) <u>Expenses</u> <table> <tr> <td>i) Manpower</td> <td>Rs. _____</td> </tr> <tr> <td>ii) Equipment</td> <td>Rs. _____</td> </tr> <tr> <td>iii) Consumables / usages of facilities</td> <td>Rs. _____</td> </tr> <tr> <td>iv) Travel</td> <td>Rs. _____</td> </tr> <tr> <td>v) Sub-Contract</td> <td>Rs. _____</td> </tr> <tr> <td>vi) Contingencies &amp; Miscellaneous</td> <td>Rs. _____</td> </tr> <tr> <td>vii) Facility Charges</td> <td>Rs. _____</td> </tr> <tr> <td><b>Sub Total (A)</b></td> <td><b>Rs. _____</b></td> </tr> </table> (B) <u>Scientific &amp; Technical Fee</u> Rs. _____ <b>Total Expenses (A+B)</b> Rs. _____  (C) Overheads (30% of (A + B)) Rs. _____ <b>Project Costs (A+B+C)</b> Rs. _____  (D) GST @ 18% (at applicable rate on A+B+C) Rs. _____  <b>GRAND TOTAL [(A)+(B)+(C)+(D)]</b> <b>Rs. _____</b>		i) Manpower	Rs. _____	ii) Equipment	Rs. _____	iii) Consumables / usages of facilities	Rs. _____	iv) Travel	Rs. _____	v) Sub-Contract	Rs. _____	vi) Contingencies & Miscellaneous	Rs. _____	vii) Facility Charges	Rs. _____	<b>Sub Total (A)</b>	<b>Rs. _____</b>
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vii) Facility Charges	Rs. _____																	
<b>Sub Total (A)</b>	<b>Rs. _____</b>																	

	<p>I/we do hereby undertake to complete the project within the time frame and cost indicated above. I/we also do hereby undertake that it will not affect our institute responsibilities assigned to me/us including teaching, research etc.</p> <p style="text-align: right;">Signature of Investigator(s)</p> <p style="text-align: right;">Date: _____</p>
14.	<p>Note of Concurrence by Head of Department/School/Centres:</p> <p>(The time spent by the PI on all consultancy projects together should be limited to one day per week, on an average. Absence of PI in regular activities on campus, owing to the Consultancy Project, should be limited to 30 days in a year, but not exceeding 7 working days during the class days of the semester. Sufficient caution needs to be exercised by the Faculty Member and the associated Head/Professor-in-Charge of the Department, and ensure that consultancy project does not interfere with the normal duties of the Faculty Member.)</p> <p style="text-align: right;">Signature of Head of Department/School/Centres</p> <p style="text-align: right;">Date: _____</p>