



DIRECTORATE OF RESEARCH

**SARDAR VALLABHBHAI PATEL
UNIVERSITY OF AGRICULTURE &
TECHNOLOGY, MEERUT-250110**

TESTING & CONSULTANCY Policy -2022


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S.V.P. Uni. of Agri. & Tech.
Meerut-250110 (U.P.)

TESTING & CONSULTANCY RULES 2022

Sardar Vallabhbhai Patel University of Agriculture & Technology, Meerut (SVPUA&T), is continuously engaged in encouraging the research and consultancy works along with the strong academic and extension activities. Research and consultancy activities enhance the infrastructure and generate the revenue for the development of the University. These will be herewith called the Testing and Consultancy Rules of Sardar Vallabhbhai Patel University of Agriculture & Technology, Meerut (SVPUA&T).

1.1 In these rules, the Head of University means Vice-Chancellor of SVPUA&T. Vice Chancellor may designate the Director Experiment Station (DES) or some other Dean for taking decision on the issues related to testing and consultancy. In such a case, the role defined for DES shall be executed by the designated Dean.

1.2 All the members of the academic staff of the University shall be encouraged to engage themselves in research and consultancy services to such an extent that it does not interfere with the discharge of their academic duties. Attempts should also be made to involve the research/ post graduate students in such works. All consultancies, whether carried out by an individual or a group of faculty members irrespective of the quantum of facilities of the University availed, will be considered as University Consultancy. Each consultancy project will be the responsibility of the person concerned for its correctness, validity, accuracy, etc.

1.3 The consultancy may involve, but not limited to,

- a. Visit to actual sites of workplace of organization, Institutions, Industries, entrepreneurs, Farmers and other external agencies to assess the nature and magnitude of the problem faced and technical services required.
- b. Rendering expert advice and /or services in terms of materials, design, process, product, project, investigation, expert opinion, remedial measures etc.
- c. Surveying of land, infrastructure, market, plant and machinery, techno-economic feasibility, damages, environment, pollutants, wastes etc;
- d. Undertaking project, investigation and/or research work in connection to (b) and (c) as above.

2. Consultancy Projects:

2.1 University Consultancy/Testing Projects

A project referred to the Head of the Department (HoD)/Dean/Director Research/Vice Chancellor will be assigned by HoD to the expert in the area of project. This will have two investigators, if possible. After seeking the interest, HoD will decide the Principal investigator (PI) and Co-Principal investigator (Co-PI). Further, a project


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referred to an individual faculty member needs to be put up before Head of Department for approval of the Head of Institution.

2.2 Testing Work

For the works which involves the use of laboratory/ Research farms to test the items from clients. The Academic council will decide the rates of such works. Rates should be revised every two years. In case of non-revision of such rates due to any reasons whatsoever, the prevailing rates will continue to apply.

2.3 Any controversy arising out of the assignment of testing and consultancy work or non- acceptance of any consultancy project by the authority mentioned in Clause 2.1 is to be referred to the Vice Chancellor for the purpose of the final decision. Payment related issues must be approved by Vice-Chancellor.

3.0 Charges for Consultancy/Testing Projects:

3.1 Consultancy Charges

The total agreed charges of a consultancy project will consist of the University share, actual expenses (equipment cost, travel cost, contingency, student hiring, etc.) and the remuneration to be distributed to the faculty and staff if any. The remuneration will be paid to the faculty/staff as per university norms and on the recommendation of the Investigators and approval by the competent authority.

3.2 Charges for Testing Job

The University may undertake testing jobs at a standard fee which is approved by the Academic Council. The testing reports / consultancy reports will be countersigned by Head of the Department. However, the responsibility of the assignment shall solely lie on the Investigators.

3.3 Realization of Consultancy Fee

(a) Normally the entire fee in connection with consultancy/testing work is to be deposited by the client in full before the work commences. In exceptional cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelt out in advance and approved by the Vice Chancellor on the recommendation of DES through Controller of Finance/Registrar.

(b) All payments from clients including GST will be received by the Finance Comptroller on behalf of the University and got deposited in the University account.

3.4 It is the responsibility of the Investigators/ Head of Department to inform the client/firm about the consent for taking up consultancy project at the approved consultancy charge subject to the terms and conditions laid down by the "Rules for Testing and Consultancy" of the University.



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4.0 Norms for Expenditure

4.1 The Principal Investigator may get specific work done with the approval of Vice-Chancellor.

5.0 General Conditions

5.1 Individuals or Departments may take up consultancy work only after taking approval of the Vice Chancellor on the prescribed format given in Annexure-I. The report of all types of Testing and Consultancy Projects will be prepared in triplicate and signed by Investigators and counter signed by the Head of the Department who shall keep the departmental copy. PI will send a copy to the concerned Client through DES and keep a copy for the record. Demand of report by other than client through RTI or other ways should only be done after approval of competent authority of the University.

In emergent cases where only advice of the University is involved or, where testing of materials/products in the laboratory/ research farm is concerned, the work may be accepted with the recommendation of the Head of Department and Dean and approval of Director Research on the prescribed form. However, the report will be given only when the consultancy project has been duly approved and all processing is completed following the procedure mentioned above.

5.2 For projects involving only site visits for consultation work and/or personal discussion, fees may be charged on per day basis as per university norms fixed by academic council on the basis of per man-day (with minimum one day), including the days spent on travel.

5.3 For University consultancy work, persons concerned will be treated on duty during absence from the campus. Any absence from the Headquarters in connection with consultancy project of any type will be with the prior approval of HOD or competent authority as notified from time to time.

5.4 Each consultancy project will have Investigator(s) (PIs) who will be faculty member in the service of the University and who will be responsible for signing the Memorandum of Understanding (MOU), if required, along with HoD on the basis of the "Guidelines for M.O.U." with the approval of Vice Chancellor.

6.0 Project Initiation and Management

6.1 Appointment of Principal Investigator (PI) / Co-Principal Investigator (Co- PI)

The client (sponsoring organization, which gives the consultancy) usually approaches the University for Consultancy Work through a faculty member of the University (i.e. Head of the Department, Dean, Director Research or Vice Chancellor). The HOD/OIC will identify a suitable person as PI / Co-PI. If the

project is referred to a functionary, the Principal Investigator would be identified by the concerned HoD.

The P.I. /Co-P.I. who is due to retire from University service will identify a new P.I./Co-P.I. for the consultancy project at least six months before his/her retirement having the area of expertise of project being done. The new P.I. should be agreeable to become P.I./Co-P.I. The new P.I./Co-P.I. will also give an undertaking to complete the project in the remaining funds and time period, to the Director Research through HoD and concern Dean. In case a new Principal Investigator is not appointed by the retiring Principal Investigator, as per guidelines in force, the University may take action as it may deem fit, which may include appointment of a new Principal Investigator, and/or termination of the project and/or any other action which it deems fit.

- 6.2** Principal investigator will take approval for undertaking the consultancy project through the HOD, Dean and Director Research on the prescribed form obtainable from Hon'ble Vice-Chancellor who will assign the project to the Principal Investigator and the Head of the concerned Department. This completes the process of initiation of a consultancy project. The project file will be closed with the submission of final project report and final settlement of accounts etc. and kept in the office (s) of the concerned HOD and Director Research.
- 6.3** A copy of all the reports submitted to the "Client Firm" will be filed in the Department. In case, the information in the report is considered to be classified by the Consultant/Client firm, a brief note to this effect may be filed with the Department and Directorate Research with a copy of the report. A certificate from the client that the work has been completed satisfactorily is generally not required except in controversial cases. However, if the client is not satisfied with the work of the consultants, it is the responsibility of the consultant to satisfy the client or else to approach Director Research to settle the issues, if any. Considering the report Director Research, the decision of Vice Chancellor will be final and binding in this regard.
- 6.4** Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. TA/ DA will be paid as per University rules. All these expenses will be met out from the consultancy project funds.
- 6.5** Collaboration with outside organizations/subcontracting: If collaboration with outside organization/institutions or subcontracting a part of the project is envisaged, the nature and scope and financial budget of the proposed arrangements will also be defined at the time of project approval.

6.6 No Consultancy project/ testing work amounting to the sum of less than Rs 200000/ will be entertained in the University.

6.7 Disagreements/Disputes:

(1) Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with HoD concerned, Dean of respective college and Director Research to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

(2) In case of any dispute arising at any stage of consultancy project between Investigator (s) and the clients, the Investigator (s) will be responsible for settlement of the dispute.

7.0 Arbitration

1. In the event of any dispute or difference at any time arising between the parties relating to consultancy project or any other clause (s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the consultancy or otherwise in relation to terms, whether during the consultancy or therefore, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are in fructuous, the dispute shall be resolved through arbitration. Vice Chancellor of the University shall be the sole arbitrator and decision taken by him/her shall be final and binding for both the parties.
2. All legal action will be subject to jurisdiction at Civil Courts at the location of the University (High Court at Allahabad and District Court at Meerut).

8.0 Liability

In the case of any legal dispute arising between the Investigator (s) and the clients such that the Investigator (s) are in any way, held responsible for the losses incurred by the client such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability= 'The total amount charged for the project' minus 'the expenditure of the project'

It is in the interest of the Investigators to bring this fact to the notice of the client. The expenditure as determined by the University will be calculated as the expenditure likely to have been incurred till such date on which the clients informed the investigator in writing to stop work on the project, for an ongoing project, or till the end of the project for completed project. This amount does not include the remuneration paid to the Investigator (s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. Vice-Chancellor may provide some fund, in some cases, from the University faculty/Staff welfare fund.

9.0 Submission of the requisite report on the work itself shall constitute the Utilization Certificate/Final Bill. The department concerned shall keep the testing samples/ material for maximum period of six months in its safe custody. Any dispute arising on the testing projects will be considered time barred after six months and University shall not be under any obligation to furnish the desired testing sample/material used for testing. The testing report should clearly indicate this fact.

10.0 Rules for Academic Consultancy Work (Objectives, Norms and Guidelines for Self-Sponsored Academic Events (Seminars, Conferences, Workshops, Courses, Interns, Symposia, etc.)

To facilitate the up-gradation of knowledge and skills of the students/staff and to support the professional development of the faculty of the University, the following guidelines will be followed for organizing self-financed academic events in the University.

1. Pedagogical and technological programme like International/National Conferences, Symposiums, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), Summer Internship, Refresher courses or any other such programmes may be organized by the faculty members. The program should aim for enrichment of theory and technological skills, knowledge, up gradation of motivational and communication skills of the participants as per the changing scenario of Education.
2. The course/ training programme may be organized by the faculty at Department Level / University Level independently or in collaboration with Ministry, Govt Agencies, Societies/ Institutes or Private Industry.
3. The proposed event may be funded by (i) Registration fees from Participants alone (ii) Ministry or Govt funding agencies like ICAR, DBT, DST, CST, AICTE, UGC, VCI etc. (iii) Sponsored by a professional Societies (iv) Fully sponsored by the Industry or private Sector (v) Mix of the above modes (Should be specified by the Principal Coordinator)

10.1 Operation of the Events

1. Faculties will be encouraged to organize academic events like International/ National Conferences, Symposia, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programmes (STTPs), Summer Internship, Refresher courses, or any other such programmes which provide opportunity to acquire new knowledge and skills in the relevant areas. The programme should be self financing and should be able to support the expenditures to be incurred on it.

2. 15 % of the total raised funds shall be deposited into the University accounts for overhead expenses and the rest 85% of the fund will be at the discretion of the Principal Coordinator subject to approval Vice Chancellor.
3. The Principal Coordinator shall ensure that the post course Summary Sheet, Feedback form from participants, Utilization Certificate and Statement of Expenditure of Accounts for the income received and expenditure for the program are submitted after the completion of the event.

10.2 Guidelines

Following guidelines may be adhered to:

01. All the self-sponsored events organized by the faculty will come under the purview of Academic Consultancy.
02. Proposal will be submitted by the Principal Coordinator jointly with the written consent of the Co-Coordinators. The proposal should be accompanied by the letter of intent from the collaborative institute/organization wherever available/applicable.
03. The proposal has to be forwarded by the Head of the Department as token of making the facilities available in the Department for the said activity. Proposal complete in all respects should be sent to the Vice-Chancellor through Dean of Respective College.
04. The event shall be self-financed. The faculties may organize such events at Department / University Level independently by utilizing the registration fees of the participants only **or** the Principal Coordinator may raise funds in collaboration with any Ministry/ Govt. Agencies/ Industries/ Professional Societies *etc.*
05. In case of collaboration with Ministry or Government Agencies, the funds will initially be received by the University and it will be transferred to the Principal Coordinator only after the due permission from Vice Chancellor.
06. Refundable seed money of Rs. 30,000/ may be sanctioned by the University as an advance to meet the starting expenses.
07. The funds raised/received shall be deposited in the University account operated by the Finance Comptroller. All the expenditures are to be made by the Principal Coordinator. He/ She will maintain the complete account of all the expenditures incurred. The event should be closed financially within six months of the last day of the event.
08. The administrative and financial powers for satisfactory conduct of the course will rest with the Principal Coordinator.
09. Funds once released / sanctioned for organizing the particular course should not be utilized for any other program.

10. In case the event is cancelled, the funds will be returned to the Collaborating agency/ Society sponsoring the event, immediately as per university rules.
11. The Honorarium to Coordinator(s), internal faculty and staff shall be paid after meeting all the expenses of the course. Any savings generated after meeting all the expenses shall be contributed to the University and coordinator(s) as per the percentage prescribed in the norms.
12. After the completion of the event, the Principal Coordinator of the event shall submit the (a) Post Course Summary Sheet (b) Feedback form from Participants (c) Utilization certificate and statement of expenditure of accounts for the income received and expenditure for the program duly signed by Principal Coordinator of the event (d) Soft and Hard Copies of Instruction Material to be placed in the University Library.

10.3 Norms for Payment of Remuneration Honorarium to the Faculty/Supporting Staff Involved in the Programs and Other Charges/ Expenditures:

Payment of Honorarium for Coordination and Honorarium for Faculty/ Laboratory Staff will be paid as per norms fixed by the Academic council from time to time.

Annexure-I

Administrative Approval for Consultancy/Testing Work

1. Details of Consultancy/Testing Work:
2. Organization/Client details:
3. Area of the Consultancy/Testing work:
4. Amount of Consultancy/Testing work:
5. Number of Investigators to be allocated:
6. Name of Staff members involved:
7. For Testing work, name of the Lab used:

Investigators Details:

S.N.	Name	Department	Email and Mobile No.	Signature

(Signature of PI with Date)

Forwarded/Recommended by HOD

(Recommendation of Dean R & C with Seal)

(Vice-Chancellor)

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Anil Singh

Note: After permission of Hon'ble Vice Chancellor, the file will move along with this
Administrative Approval.



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