

From

The Registrar

To

Dr.S.Bijoy Nandan,
Professor,
Department of Marine Biology, Microbiology & Biochemistry,
School of Marine Sciences, CUSAT, Kochi-16

Sir,

Sub:- Consultancy Work-FACT-Permitted-Reg.

Ref:- 1. FACT Work Order No.4800017101 dated 11/04/2023

2. U.O No. PLB1/16787/2005 dated 20/09/2006

With reference to the above, I am to inform you that the Vice Chancellor has permitted you to undertake the consultancy work offered by Fertilizers And Chemicals Travancore Ltd (FACT) without affecting your normal duties in the University subject to the condition that the rules/guidelines issued vide the University Order (2) above, in this regard, are strictly adhered to.

Yours faithfully

Sabitha P *

PLANNING AND DEVELOPMENT
OFFICER

(For The Registrar)

Copy To

The Head, Department of Marine Biology, Micro Biology and Bio Chemistry, CUSAT, Lake side Campus, Kochi-16.

* This is a computer generated document. Hence no signature is required.

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7.10.06

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Guidelines for Individual/personal consultancy work by the Faculty of CUSAT - Approved - Orders Issued.

PLANNING AND DEVELOPMENT DIVISION

No.PLB1/16767/05

Dated, Kochi - 22, 20.09.2006

Read: Item No.507.15 of the Syndicate held on 22.7.2006.

O R D E R.

The Syndicate at its meeting held on 22.7.2006 considered the recommendations of the standing committees of the Syndicate on Finance & Purchase and Academic Matters on the guidelines for Individual/Personal Consultancy Work by the Faculty of CUSAT.

The Syndicate approved the guidelines with certain modifications. The modified version is appended.

Sd/-

Dr. M RAJAN

PLANNING & DEVELOPMENT OFFICER

To

The Hon. Director, CSRC
All Directors/Heads of Schools/Departments
The Finance Officer/The Dy. Director (HG) of LFA
Finance/Audit/Accounts/IA&I Sections
PS to VC/PS to PVC/PS to Registrar
The Director, Public Relations and Publications
Day file/File copy/Stock file.

Forwarded/By Order

Assistant Registrar(Planning)

Guidelines for Individual/Personal Consultancy Work by the Faculty of CUSAT

I. Objectives

- I.1 The following guidelines are intended to lay down the terms and conditions on which the teachers of the Cochin University of Science and Technology (CUSAT) will be permitted to undertake consultancy work while in service.
- I.2 These guidelines are applicable to all the teachers of CUSAT.

II. Consultancy

- II.1 Consultancy means any professional work undertaken directly by the teachers on personal responsibility and payment of remuneration/honorarium directly to the teacher for the professional services rendered in Indian or foreign currency with or without using the facilities in CUSAT.
- II.2 This shall not include any consultancy where the funding agency desires the direct involvement of the University. In such cases the University Order No.PI.B1/5706/98 dated 14.09.1999 and its subsequent amendments will be applicable.

III. Permission to undertake consultancy

- III.1 For the purpose of this guideline any teacher of CUSAT, who undertakes consultancy with remuneration/honorarium in foreign currency shall obtain permission from the University before accepting the consultancy.
 - III.1.i Provided that in case of urgency the teacher may accept the consultancy subject to permission from the University.
 - III.1.ii For the purpose of obtaining permission the teacher shall make a request to the University with details including the nature of work, duration, total amount involved, remuneration/honorarium for the teacher, request from the funding agency etc.
 - III.1.iii The University shall ordinarily give permission to undertake the consultancy except in cases where the consultancy affects the security of India.
- III.2. For the purpose of this guideline any teacher of CUSAT who undertakes consultancy with remuneration/honorarium in Indian currency need not obtain prior permission from the University before accepting the consultancy.
 - III.2.i Provided that the teacher shall inform the Department and the University about the details including the nature of work, duration, total amount involved, remuneration/honorarium for the teacher, request from the funding agency etc. after accepting the consultancy.

IV. Responsibilities and Liabilities of the Teacher and University:

IV.1 The University is not liable for any of the responsibilities undertaken by the teacher including financial liability.

IV.2 The teacher shall directly be liable to the funding agency for all the responsibilities including financial in connection with the consultancy work undertaken by the teacher.

V. Use of facilities in the University:

V.1 The teacher may or may not use the facilities of the University for the purpose of the successful completion of the consultancy work.

V.2 In case the teacher requires to use the facilities in the University he/she shall request the Department where such facility is available.

V.3 The Department shall give permission to the teacher to use the facility without affecting the normal use of the facility in the Department.

VI. Payment of the University share of the Remuneration/honorarium

VI.1 Consultancy charges/Remuneration be levied at a minimum of 10% of the estimated project cost. The teacher is free to levy any higher percentage also, depending upon his/her assessment of the value of the consultancy extended. ←

Of the consultancy charges/Remuneration so levied, 70% goes to the concerned teacher, 25% is to be remitted by the teacher to the DDF and the balance 5% to the CUF. ←

VI.2 The teacher shall inform the University about the completion of the consultancy work with evidence of the deposit of the share of the consultancy in the DDF/CUF.
