NOTIFICATION

No.: 107/2026 Date: 10/08/2026

Sub: - Revised Norms for undertaking Consultancy Services for University Department / Sections.

It is notified for information of all concerned that, the Management Council in its meeting held on 30.07.2026 vide item no. 47 has approved the following revised norms for offering Consultancy Services by the University Teaching Department / Sections and Administrative Sections.

Revised Norms for Undertaking Consultancy Services:

1. Teaching and non teaching staff members of the University, hereinafter referred to as "Staff member" of the University Department / Sections may undertake consultation work with the permission of the Hon'ble Vice-Chancellor or a person authorised by him.

2. A request for consultancy service shall be received by the staff member who shall ask the permission from Hon'ble Vice-Chancellor before commencing the work through Head of the Department / Section.

3. If the request for consultancy service is received by the Department / Section, Head of the Department / Section would appoint a staff member considering his field of specialisation or his normal work in the Department / Section in the related field. However, if the staff member receives the consultancy services directly, then staff member can commence the consultancy with the permission of Hon`ble Vice chancellor.

4. The consultancy work should not interfere with the normal teaching/research/administrative work of the Department / Section and other duties assigned to the staff member by the University, but will be given priority over other work of the Department / Section than teaching , research and administration.

5. The University should have no responsibility for the advice or assistance given to the party concerned by the staff member concerning. Concerned staff member will be answerable for the post consultancy problems if any.

6. Depending upon the scope of the consultancy work the staff member concerned would work out the estimates of the consultancy fees in consultation. Depending upon the magnitude of the work, the staff member concerned would involve other staff member (if required) after consulting the concerned staff member. Depending upon the services the rates for consultancy services will be fixed after recommendation by the concerned staff member and will be approved from Hon'ble Vice-Chancellor from time to time.

7. Proposal of consultancy fee to be charged and the permission to perform the consultancy shall be submitted by the concerned staff member through head of the Department / Section to the Hon'ble Vice-Chancellor and the decision of the Hon'ble Vice-Chancellor shall be final.

8. The concerned staff member should get the consultancy work spelt out clearly. Staff member will start the consultancy after the permission and can take as many as research students and will seek the help of non-teaching staff of the Department / Section for the consultancy work.

9. The outside visits to industries etc. during consultancy work should be minimum and only undertaken when they are absolutely essential with prior permission of Hon'ble Vice Chancellor. The conveyance has to be arranged by the party concerned or TA/DA will be paid by the party as per University rules to the staff member or supporting staff concerned. Normally party concerned should be invited to the University for Discussion. The persons or the firms can contact directly with the staff member for consultancy services and the person or firm seeking the consultancy will have to deposit 100 % amount in advance in University account under the budget Head of consultancy and submit the university copy with the concerned staff member.

10. The final report of the consultancy work will be signed by the staff member and forwarded to the party.

11. In case of joint consultancy, where service of more than one Department / Section or staff members from different Department / Sections are involved, there shall be one person in-charge of such joint consultancy work who primarily receives the consultancy. The primary staff member who receives the consultancy will get the approval of the other concerned staff member and the get approval by Hon`ble Vice Chancellor. If more than one staff members are involved then the share will be on the part of the work provided from the 50 % of the share of staff member will be shared depending upon the work. If more than one research students are involved then equal share will be distributed out of the share mentioned for research student.

12. If any instrument from Central Instrumentation Cell or any teaching / administrative department is required then in that case the facility shall be made available free of cost.

13. The financial management of the income accruing out of consultancy work would be in the name of the concerned Department / Section under budget head of Consultancy services.

14. The distribution of funds received from providing Testing and Consultancy Services and Facilities to the industries and society, will be as under:-

Sr. No.	Description	Distribution	
1.	Consultancy fee	a) University Share	25 %
		b) Share of concerned Staff member	40 %
		c) Share of research students (*)	10 %
		d) Chemicals or other services required and miscellaneous (**)	25%

(*) If no research student is involved, 10% share will be transferred to concerned staff member in case of laboratory work.

(**) Unutilized chemicals / consumables / equipments shall remain with the concerned department.

15. The Head of Department / Section will provide the facilities for the consultancy services.

16. The unutilised funds on account of any of the above factors will be transferred to the University Share.

17. The share of the University be credited to the Concerned Department / Sections budget head for consultancy services.

18. At the end of the Financial year, the department / section will submit consolidated amount received under consultancy to the development section.

19. The concerned staff member will submit the bills for their respective share immediately to the Finance section and the Finance Section will make the necessary payments from the budget head of the consultancy services of the concerned Department / Sections.

20. In case of joint consultancy of the Department / Sections, the major Department / Section will receive the consultancy charges and deposit in university`s account. The payment to two or major section will be made from the same account.

21. The payments will not be made more than the amount received for consultancy irrespective of the provision in budget head, in any case.

22. In case of any disputes/interpretation of the norms, Hon'ble Vice-Chancellor will be the final authority.

23. Format for providing consultancy service is enclosed as Annexure-A.

24. If there is research / laboratory work involved, the entire consultancy fee shall be transferred to the University account.

Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati

Annexure-A

SANT GADGE BABA AMRAVATI UNIVERSITY

Format for providing Consultancy Service

1. Name of Department / Section:----------
2. Title of Consultation Work: ----------
3. Reference Letter No.:---------- Date: ----------
   From: ----------
4. Staff members involved:----------
5. Staff member s from other Department / Section involved(if any):----------
6. Research student involved :----------
7. Duration of work: ----------
8. Number of Consultancy work in hand: ----------
9. Estimate of Consultancy charges
   1. Direct Material Cost (DMC): Rs. ----------
   2. Indirect Material cost: Rs.----------
   3. Charges for Personnel engaged in Technical Services (CPTS): ----------
   4. OverHead Cost 40 % of CPTS: Rs.----------
   5. Consultation Fees: Rs.----------
   6. Miscellaneous Charges: Rs.----------
   7. Total of item 1 to 8 (Estimated Cost): Rs.----------

Total: Rs.----------

Total Amount in Words Rupees:----------
Detailed scope of work (Use separate Sheet if necessary)

ENDROSEMENT

Certified that the project detailed above involves utilisation of expertise in terms of-

1. Design and analysis
2. Product Development
3. Process development
4. Software Development
5. Specialised information generation requiring expertise
6. Design and fabrication of special equipment's
7. Any other (give details)

Person Concerned

Job No. --------

The proposal is forwarded for approval.

Head of the Department / Section

Registrar

Hon'ble Vice-Chancellor