

JAMIA MILLIA ISLAMIA

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جامعة
ملیہ
اسلامیہ

Office of the Registrar

No. JMI/R.O./L&Ord./2013

September 10, 2013

NOTIFICATION

This is to notify for information of all concerned that the Executive Council in its Meeting held on 29.08.2013 vide its Resolution No.EC-2013(VII):3.18 has approved the framing of new Ordinance 37 (XXXVII) [Administrative/General] captioned "Consultancy: Institutional and Industrial" on the recommendation of the University's Academic Council vide its meeting held on 29.07.2013 [Resolution No.AC-2013(IV):04].

The new Ordinance 37 (XXXVII) [Administrative/General] captioned "Consultancy: Institutional and Industrial" as approved would be read as shown in the Annexure.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

Copy for information to:-

1. All Deans of Faculties/DSW/HoDs/Directors/Hony. Directors of the Centres, JMI
2. The Controller of Examinations, JMI
3. The Chairman, Standing Committee-ASO, JMI – With the request to incorporate in the appropriate place of the University's Ordinances.
4. The Hony. Advisor, FTK Centre for Information Technology, JMI – With the request to display on Jamia's Website.
5. The Additional Director, FTK Centre for Information Technology, JMI
6. The Finance Officer, JMI
7. The Dy. Registrar (HRD), JMI
8. The OSD (Establishment), JMI
9. The Development Officer, JMI
10. The Asstt. Registrar (Admn.), JMI
11. The Media Co-ordinator, JMI
12. The Hindi Officer, JMI – With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
13. The Secretary to the Vice-Chancellor, JMI
14. The Asstt. Registrar (Legal & Ord.), JMI
15. The Asstt. Registrar (A&C), JMI
16. The P.A. to the Pro-Vice-Chancellor, JMI
17. The Asstt. Registrar, Registrar's Secretariat, JMI
18. File /Folder

Shahid Ashraf
Assistant Registrar
(Legal & Ordinance)

Ordinance 37 (XXXVII)

[Administrative & General]

Consultancy: Institutional and Industrial

1.0 Preamble

In the light of changing economic scenario, government policies and importance of industry – institute interaction, the University considers consultancy projects as an important means for extending benefit of research work and expertise of faculty members and other staff of the university to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's industrial and economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate consultancy projects, in addition to providing much needed service to the different universities, organizations, NGOs and industries, also benefit the concerned faculty members and the Institution. They enrich the professional experience and knowledge of faculty members and thus make them better exposed to the changing horizon of the subject.

Consultancy projects provide first-hand knowledge of the current issues of the society and problems of industry which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas under practical experience. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff. Consultancy projects also provide an opportunity to the students to work on the real problem. The experienced gain through this exercise will help the students in getting better employment.

While the University encourages the faculty members to undertake Consultancy projects, it is expected that the time spent by a faculty member on consultancy projects will not exceed one day per working week during teaching session of the academic year, excluding vocations. The consultancy work under any circumstances shall not hamper the primary duties.

2.0 Definitions and General Rules

2.1 Definitions

2.1.1 Department

All academic departments and academic centers will be covered by the word 'Department' for the purpose of these rules.

2.1.2 Vice-Chancellor

Vice Chancellor of Jamia Millia Islamia, New Delhi.

2.1.3 Dean

Dean of Faculties, Jamia Millia Islamia, New Delhi.

2.1.4 Head

Head of the academic department and Director of the academic Centers

2.1.5 Institutional consultancy

Consultancy offered by government institutes, ministries, international bodies, NGO, organizations, trusts, private institutes including HRD activities in continuing education centre etc.

2.1.6 Industrial Consultancy

Consultancy offered by industries, consulting firms, companies and individuals etc.

2.1.7. Consultant

Faculty member and or team of faculty members providing consultancy

2.1.8. Lead Consultant

Leader of the team of consultants

2.1.9 Individual Consultancy Projects

All Consultancy Projects having reference of individual faculty members will be treated as Individual Consultancy Project, not as Departmental Consultancy Projects

2.1.10 Type-I Consultancy Projects including HRD Programmes in the Continuing Education Centre

Consultancy Projects **without the use of laboratory facilities** of the University will be classified as Type –I Consultancy Projects.

2.1.11 Type-II Consultancy Projects

Consultancy Projects involving **use of laboratory facilities** of the University will be classified as Type-II Consultancy Projects. Such projects will cover field testing and field measurements, calibration of equipment/ instruments and testing of material/ equipment in laboratory and development work using laboratory facilities.

2.1.12 Type- III Departmental Consultancy Projects with/without use of lab facilities

A project referred to the Head of the Department or a **functionary of the University** (i.e. Deans or Director) may be taken up as a Departmental Consultancy Project. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of that faculty member. Normally, Consultancy Projects involving multi disciplinary/ inter departmental inputs or requiring use of large facilities, likewise projects which were expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects. A Departmental Consultancy Project will have at least three investigators.

2.1.13 University Development Fund (UDF)

Part of the university share to be utilized for development of the university

2.1.14 Departmental Development Fund (DDF)

A part of the University share from Consultancy Projects will be transferred to the DDF of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/ workshops and seminars etc. The budget for utilizing DDF will be approved by the Board of Studies (BOS) of the Department. Subsequent financial and administrative approval shall be obtained from the Competent Authority before incurring the expenditure.

2.1.15 Professional Development Fund (PDF)

There will be a Professional Development Fund for the faculty member providing consultancy. The objective of which will be to help individuals in their professional development. A part of the University share from Consultancy Projects will be transferred to the P.D.F. of the concerned academic staff and utilized by them as per norms. (refer section 4)

2.2. General Rules

- 2.2.1 It shall be the duty of the Lead consultant only (not all employees of the university) to seek prior permission through HOD/Director Concerned from the University for undertaking the consultancy. In case any employee undertakes any consultancy job without permission or prior information to the university he/she will be liable for disciplinary action.
- 2.2.2 Individuals or Departments may take up Consultancy work only after taking approval of the competent authority through the Head of the concerned Department. The report of Departmental Consultancy Projects will be signed by the Head of the Department. The report of the individual Consultancy project will be signed by the concerned faculty member or Lead consultant. *(Please refer FORM-I)*
- 2.2.3 All fees in connection with Consultancy Projects should be received in the name of the Jamia Millia Islamia New Delhi. Individual departments cannot receive and disburse Consultancy funds directly.
- 2.2.4 For projects involving only site visits for consultation work and/ or personal discussion, fees may be charged on per day basis at mutually acceptable rate which shall normally be a minimum of Rs.5000/- per man-day for academic staff, including the days spent on travel.
- 2.2.5 For technical and other non-academic staff, the visits shall be within the the scope of an on-going Consultancy Project. Fees may be charged on per day basis at minimum of Rs.500/- per man-day if provision in the consultancy provides.
- 2.2.6 The lead consultant may avail services of persons outside of the Department/Center but from the university as experts, with the consent of Head of that Department/Center. *(Please refer FORM-II)*
- 2.2.7 The lead consultant may, with the prior permission of competent authority may avail services of persons as experts from outside the institution, for which no expertise is

available in the university. The remuneration for his/her services shall not exceed 30% of the total consultancy fees. *(Please refer FORM-III)*

- 2.2.8 No Consultancy project from any agency can be taken up for an amount less than Rs.10000/-. This will, however, not apply for cases where rates have been fixed by the government, department / Institute. This limit may be reviewed every three years. This rule will not apply to the routine testing in the different departments.
- 2.2.9 For Departmental Consultancy Projects, the Lead Consultant will be decided by the Head of the Department in consultation with the BOS of the Department.
- 2.2.10 Each individual Consultancy project will be classified either as Type-I or Type-II and will not be bifurcated.
- 2.2.11 For Departmental Consultancy work only, faculty and staff members sent out in connection with consultancy work by the Head, may be treated on duty provided prior permission of the competent authority and sanction of duly leave was obtained before sending any faculty and staff members outside the University in connection with the consultancy work. Further, it should not affect the primary duties..
- 2.2.12 In case of multi-disciplinary/ inter departmental projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments.
- 2.2.13 Information regarding the completion of the consultancy project shall be intimated to the Registrar immediately after the completion of the project

2.3. Expenditure Norms

2.3.1 Job Work

The consultant may get specific job work done on payment from outside. However, such payment may not exceed 30% of the total amount contracted for the project. While making such expenditure all the rules/regulations as applicable to Consultancy Projects should be followed. For higher expenditure HOD's prior permission will be necessary. *(Please refer FORM-IV)*

2.3.2 Student Assistants

The consultant may engage Students of the university as Student Assistants for consultancy work as per the emoluments laid down in the terms and conditions of the consultancy project

2.3.3 Travel

The consultant or/and other member of the consultancy team shall be entitled to travel as per the university rules. Either all the travel arrangement and local hospitality should be made and sponsored by client or met out of the consultancy fees. There shall be no obligation at the part of the university for any field visit performed for consultancy work.

2.4 Distribution of Consultancy Funds (Please refer FORM-V)

2.4.1 For individual Consultancy Projects, the norms for calculation of various percentages for distribution of the total money received from client (excluding taxes paid if any in every case) will be as follows.

Consultancy work without use of laboratory facilities (Type-I)

TOTAL AMOUNT OF CONSULTANCY (T)	
University's Share (U)	20% of total consultancy fees
Consultant's Share (C)*	80% of total consultancy fees

Distribution of University Share (U) (Type-I)

UDF	DDF	PDF	Remuneration of Staff					
			VC Office	Registrar's Secretariat	Finance and Account Office	Planning and Dev. Office	Department/ Centre Office	Consultant (Service Tax)
3.0	1.0	4.0	1.5	1.5	3.0	3.0	2.0	1.0

2.4.2 Consultancy work involving use of laboratory facilities (Type-II)

For Consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follow.

TOTAL AMOUNT OF CONSULTANCY (T)	
University's Share's (U)	30% of total consultancy fees
Consultant's share (C) *	70% of total consultancy fees

Distribution of University Share (U) (Type-II)

UDF	DDF	PDF	Remuneration of Staff					
			VC Office	Registrar Secretariat	Finance and Accounts Office	Planning and Dev. Office	Department/ Centre Office	Consultant (Service Tax)
10.0	1.0	4.0	1.5	1.5	3.0	3.0	2.0	1.0

2.4.3 Departmental Consultancy Projects Type-III (with & without use of lab facilities) the norms for calculation of various percentages for distribution will be as follows:

TOTAL AMOUNT OF CONSULTANCY (T)	
University Share (U)	30% of total consultancy fees
Consultant's Share (C) *	70% of total consultancy fees

Distribution of University Share (U) (Type-III)

UDF	DDF	PDF	Remuneration of Staff					
			V C Office	Registrar Secretariat	Finance and Account Office	Planning and Dev. Office	Department/ Centre Office	Consultant (Service Tax)
10.0	1.0	4.0	1.5	1.5	3.0	3.0	2.0	1.0

* A maximum of 10% of Consultant's share (C) may be paid as expenditure subject to the production of actual bills by the consultant

Note: Sale proceeds of software products developed by a faculty member/ Scientist/ Research Worker will be shared between the University and the individual as per the norms of TYPE-II Consultancy Project. If a student is involved in development of a softwares, he/she will be paid due share A list of computer programmes developed by a student as a part of the thesis will be included in the thesis as an Annexure.

2.4.4 Taxes Deduction

The consultant shall be liable to collect service tax at the effective rate on the gross amount of service charges i.e. consultancy fee (The effective rate from 1st April 2012 is 12.36 per cent i.e. 12 per cent service tax, 2 per cent education cess on service tax and one percent higher education cess on service tax). The amount of service tax so collected will be deposited to the credit of the Central Government. In case any consultant does not collect service tax from the recipient of service, the service tax at the effective/applicable rate will be deducted from consultancy fee i.e. service charges and the remaining amount will be available for consultancy fund for distribution

2.5. Limit on Total Remuneration by an Academic Staff from Consultancy

- 2.5.1 There will be no limit on the total remuneration to be received from consultancy projects during the financial year by faculty & other staff.
- 2.5.2 The actual share of consultancy fees paid to the individual consultant(s) and staff members after deductions should be recorded as earning from consultancy fees.
- 2.5.3 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.
- 2.5.4 Expenditure as mentioned at Para 2.3 should be deducted from consultant share (C) in calculating earnings from consultancy fees

3.0 Guidelines for Consultancy

3.1 Project Initiation and Management

Each Consultancy project will have a lead consultant (L.C.) who will be a faculty member in the service of the University and who will be responsible for :

- (i) Formulating the project proposal which may include
 - (a) planning of the work to be done,
 - (b) estimating costs according to the guidelines provided in the later section, and
 - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,
- (ii) Co-ordination and execution of work,
- (iii) Handling all communications with the clients,
- (iv) Writing of intermediate and final reports according to the project proposal,

- (v) Making recommendations to the competent authority regarding expenditure from the Project and remuneration to be paid to faculty, staff and students,
- (vi) Ensuring that all reports / certificates bear the name of the Lead Consultant and the name(s) of the Consultant(s) his/her signatures who participated in the project,
- (vii) Signing the Memorandum of Understanding (MoU) or Agreement with the client/, if required. Guidelines for MoU/Agreement are given at **Annexure 'A'**.

3.2 Appointment of Lead Consultant (l.c.)

- 3.2.1 A permanent faculty member is entitled to take up a consultancy project as lead Consultant (LC) provided that his/her retirement is not due within a year. In exceptional circumstances, the Vice Chancellor may allow a retiring faculty member to continue work as LC if he is continuing to serve the University in some other capacity.
- 3.2.2 The client (sponsoring organization which gives the consultancy) usually approaches the University for Consultancy work through a faculty member or a functionary of the University (i.e. Head of the Department, Dean or Director. When a faculty member is approached for the work, he will be the Lead Consultant. If he does not wish to be the Lead Consultant, the HOD will identify a suitable person as the L.C.
- 3.2.3 All Consultancy Projects will have a Lead Consultant (L.C.) provided that his / her retirement is not due in the next three months. In case the LC is supposed to retire within a period of three months from the date of start of consultancy, he/she will be appointed as co-consultant and BOS/COS shall in such case appoint a Lead Consultant (L.C.) for that project.

In case a L.C. resigns or any eventually happens to him / her, in all such cases. The HOD/Director of Center shall become Lead Consultant (L.C.).
- 3.2.4 The Emeritus Fellows and Visiting Faculty etc. can only be appointed/ nominated as Co-Lead Consultant or Consultant and not Lead Consultant. The retired teachers working under Emeritus Fellowship be allowed to be Lead Consultant, if the sponsors do not have any objection.
- 3.2.5 Normally the agreed charges of the project are to be deposited by the client, in full, or in installments as per clearly spelled out in offer letter before the work commences. However, this stipulation is negotiable.

The payments shall be in favour of the Registrar and the Accounts shall be maintained by the Finance & Accounts Office.

3.2.6 Lead Consultant will take approval for undertaking the Consultancy project from competent authority through the H.O.D./ DOC on the prescribed form obtainable from Registrar office, A unique number to the each project would be assigned. The above project number must be quoted in all subsequent correspondences within the University. Project file will be closed with the submission of final project report and final settlement of accounts etc. *(Please refer FORM-I)*

3.2.7 Credit for Consultancy fund Mobilization

Credit for consultancy fees mobilization will go to Lead Consultant

3.2.8 Collaboration with Outside Organizations / Subcontracting

Collaboration with outside recognized university/ organization / institutions can be made as part of subcontract. The purpose behind this idea is to strengthen the expertise which will provide better likelihood of university and University interaction/collaboration. If collaboration with outside organizations/institutions or subcontracting a part of the project is envisaged, the nature, scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval. Subcontracting of work will be done as per purchase rules of the University. However the collaboration with industry/institute may be entered provided the major expertise required for the consultancy do exit with the faculty concerned.

3. Budgetary Norms for Consultancy Projects

3.3.1 The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses as described in section 2.3 only

3.3.2 Consultancy fee

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the Lead Consultant should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the Lead Consultant.

3.4 Budgetary Norms for Testing Jobs

The University may undertake testing jobs at a standard fee where stipulated; otherwise the charges may be estimated by the faculty member who will supervise the testing work.

3.5 General

3.5.1 A retiring/retired technical staff member may be paid remuneration/honorarium out of the consultancy projects during the year of retirement for the work done by him/her during the year or in the previous years..

3.5.2 In case a Consultancy Project involves testing of samples which are to be drawn by the consultant and not supplied by the sponsor, it will be necessary that at least one of the consultant(s) should be present at the time of drawing samples, so that authenticity of the samples and sampling process is ensured.

3.6 Limitation

It is expected that generally those Consultancy projects will be accepted by the University, which provide challenge and befitting professional competence of the faculty members, helping governing authorities to implement its policies and its out-come could be beneficial to the different sector of society.

3.7 Liability

In case any legal dispute arises before the Consultant(s) and the sponsor such that Consultant(s) are in any way, held responsible for the losses incurred by the sponsor, such liability will be restricted to the maximum limit which will be calculated as follows and the liability will be on the part of Consultant (s) not on the University.

Maximum Liability = The total amount charged for the project – the expenditure /liabilities on the project. It is in the interest of the Consultant(s) to bring this fact to the notice of the sponsors. The expenditure/liability will be counted till such date on which the sponsors inform the Consultants(s) in writing to stop work on the project for on going projects, or till the end of the project for completed projects. This expenditure amount does not include the remuneration paid to the Consultant(s) and staff of the University. Submission of the requisite report on the work itself shall constitute the Utilization certificate/ final bill.

It should be part of agreement and must be included in agreement if signed

3.8 Disagreements / Disputes

- 3.8.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with the HOD/ Director & respective Dean of the Faculty to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 3.8.2 In case of any dispute arising at any stage of Consultancy project between Consultants(s) and the sponsor(s), the consultant(s) will be responsible for settlement of the dispute.
- 3.8.3 All legal action will be subject to jurisdiction at Courts at New Delhi.

3.9 Arbitration

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 the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are fractious, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The Arbitrators shall give reasoned and speaking award.

3.10 Publication of Results

I.C. will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

3.11 Selection Procedure for Recruitment of Research Staff

The selection procedure for recruiting Consultancy project staff (Project Assistant/ Project Fellow etc.) under Consultancy Projects will follow the applicable Jamia rules. (Form IV).

3.12 Forms

To ensure smooth administration & management of Consultancy Projects, only the approved forms will be used by the Lead consultant and others concerned. As given below.

Form No.	Description
FORM-I	Request for Approval of Consultancy Project
FORM-II	Consent of HOD for proposed consultant from out-side of LCs Department
FORM-III	Request for involvement of consultant out-side of the university
FORM-IV	Request for short term out sourced service for Consultancy Project
FORM-V	Proposal for distribution of consultancy project funds

4.0 Rules for Generation & Utilization of Fund

4.1. The Professional Development Fund (PDF) of a faculty member or other academic staff member may be generated by crediting a certain percentage of University share from a Consultancy Project and unspent balance, if any,

The proposed percentages to be credited to the DDF and PDF of the concerned faculty/academic staff are as per the following table

Distribution of University Share in % age

Type of Project and Component available for distribution	University Share % of Consultancy fees	Distribution from income of University share as% of Gross Consultancy fees								
		VC Office Staff	Registrar's Secretariat	Account Office Staff	Planning & Dev Office Staff	Deptt/ Centre Office Staff	PDF	DDF	UDF	Consult (services Tax).
Type-I, (Individual - without Lab)	20%	1.5%	1.5%	3.0%	3.0%	2.0%	4.0%	1.0%	3.0%	1.0%
Type-II, (Individual-with Lab)	30%	1.5%	1.5%	3.0%	3.0%	2.0%	4.0%	4.0%	10.0%	1.0%
Type-III, Departmental (with Lab / without Lab)	30%	1.5%	1.5%	3.0%	3.0%	2.0%	4.0%	4.0%	10.0%	1.0%

4.2. The PDF account of each concerned faculty member should be properly maintained by account section of JMI. The PDF should be credited to the Lead Consultant or it may be distributed among consultant as per direction of Lead Consultant. The PDF can be utilized by the concerned faculty member mainly for the following purposes.

4.2.1 Membership fee of Professional Societies

4.2.2 Purchase of Professional Books, Journals, Stationery, Computer Stationery, Software or data on any storage medium

- 4.2.3 Equipments/Phone/Fax Facilities/air-conditioner for laboratory / office, can be purchased with the prior approval of competent Authority, which shall be treated as T&P items as per the existing norms of the University and therefore shall remain property of the University
- 4.2.4 Up-gradation or outright purchase of laptop or desktop computer and related peripherals like digital camera/ web camera, printer, scanner etc for use by the faculty member at any location as per the work requirement on approval of Head of the concerned department
- 4.2.5 Purchase of office and laboratory furniture.
- 4.2.6 PDF can also be used for other academic purposes that may be beneficial to research and teaching with prior permission of competent authority.
- 4.3. All purchases and expenses shall be made as per rules of the University. All the items to be purchased shall be approved by the BOS. Subsequently administrative and financial approval shall be sought from the competent authority
- 4.4. The items procured out of PDF shall be properly accounted for and shall remain property of the University.
- 4.5. Donations to University Development Fund and or DDF from PDF may be allowed by desiring faculty member(s) / academic staff.

Note: The account of DDF will be maintained by Account office and controlled by Head with prior approval of BOS of the department. The departments concerned may submit expenditure bills to Registrar for processing of payment.

Guidelines for MoU/Agreement

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

1. **General**
This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining the MoU.
2. **Scope**
This section should spell out briefly the nature of work, its limitations and the expected end results.
3. **Time Frame**
This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.
4. **Consultancy Charges**
The document must clearly indicate the charges to be paid for the proposed Consultancy project along with amounts of bank draft(s) to be drawn in favour of the University. There should also be a mention of the service tax liability in this regard. Further, the schedule of payment should also be indicated in this clause.
5. **Responsibilities**
This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.
6. **Patents/Publications**
The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.
7. **Force Majeure**
This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events.
8. **Arbitration**
The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause 10 of "Guidelines for Industrial Consultancy".
9. **Liability**
This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause 8 of "Guidelines for Industrial Consultancy".
10. **Amendment to the MoU**
The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

(Forms Related to Consultancy Projects)