

## How to Apply

### Industrial Research and Consultancy Project

- Negotiate with the industry of your choice which is ready to fund or needs your expertise.
- Negotiate all terms and conditions, MOU, time, and total amount including University Share (20% for Industrial Research Projects, 30% for consultancy fee, where no laboratory work is involved and 50% of the consultancy where laboratory work is involved after the deduction of expenditure), your share, man power, contingencies, consumables etc
- All proposals for a consultancy job are to be submitted on a *prescribed Form* to the Office of the Director, Research and Consultancy Cell, Physics Department, Faculty of Science.

All proposals for a consultancy job are to be submitted on **prescribed form** keeping in view the standard terms and conditions. The form should be filled up in all respect and must be signed by the consultant(s) and the client organization. Special care should be exercised for adhering to the time schedule. The following norms should be followed for monitoring consultancies undertaken by the faculty.

- (a) The consultancy work should not interfere with the normal teaching / research work of the Department and other duties of the staff member(s) concerned.
- (b) The total time to be spent by the consultant(s) in all consultancy jobs in hand at any given time should not exceed one working day per week/per person.
- (c) The total earning from consultancy should not exceed 150% of the gross yearly salary in a particular financial year.

### Terms and Conditions

- MOU will be signed by the authorized officer of the Industry and Director, Research and Consultancy Cell from the University side along with the teacher consultant and two witnesses.
- Teacher consultant will raise the invoice without any **Service Tax and Income Tax** there in.
  - 1) Distribution of Consultancy amount for the projects which have laboratory component  
If Total Contracted Amount is (C), Total Expenditure on the project is (E), then University share (I) =  $0.50(C-E)$   
Staff Share (S) =  $0.50(C-E)$  for the consultancies in which Laboratory or experimental work is involved using University's instruments and infrastructure
  - 2) Distribution of Consultancy amount for the projects which do not have laboratory component  
Total Contracted Amount (C). that is. Total Agreed Charges (TC) less Taxes (T) and if Total Expenditure on the project (E), then University share (I) =  $0.35(C-E)$  and Staff Share(S) =  $0.65(C-E)$
- The amount will be deposited in the name of Registrar, The M.S. University of Baroda either through cheque, Demand Draft or directly bank transfer.
- At least 50% of the total amount should be released by the industry in the account of the Registrar, M.S. Univ. of Baroda as a first installment.
- There is no need to open any bank account separately. Office of the Director, Research and Consultancy Cell will maintain all accounts and bills are to be submitted to this office only from time to time.
- Consultancy charges of the consultants will be released after deducting the University share at the end of the project when the consultant submits the final copy of the Project Report (Hard Copy).

- Terms and conditions in the MOU with the said industry /organisation will be null and void after the completion of the project.