



**Jawaharlal Nehru Architecture & Fine Arts University**  
Mahavir Marg, Hyderabad

**Guidelines for Consultancy Projects**  
(19<sup>th</sup> December, 2019)

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Abbreviations used:

- 1. JNAFAU - Jawaharlal Nehru Architecture and Fine Arts University
- 2. SPA - School of Planning and Architecture
- 3. CFA - College of Fine Arts
- 4. CCC - Central Consultancy Cell / Committee (in University)
- 5. CC - Consultancy Cell / Committee (in Colleges)
- 6. PC - Project Co-ordinator

**A Ready Reckoner of the Consultancy Framework:**

<b>Consultancy Cells</b>		
<p><b>SPA Consultancy Cell</b> For projects with a net pre tax fees of up to Rs. 25 lakhs (Rs. 30 lakhs in special cases with permission from the VC)</p>	<p><b>CFA Consultancy Cell</b> For projects with a net pre tax work value of up to Rs. 25 lakhs (Rs. 30 lakhs in special cases with permission from the VC)</p>	<p><b>JNAFAU Central Consultancy Cell</b> For projects with an outlay exceeding the financial limits prescribed for the SPA and CFA Consultancy Cells</p>

<b>Organizational Framework</b>	
<b>Consultancy Committee (CC) (in each of the three Consultancy Cells)</b>	
<b>Members of the CCs</b>	<p>Chief Coordinator (Consultancy) - VC at the Univ. level; Principal at the college level, Coordinator (Consultancy) – Registrar at the Univ. level; at the college level selected by the VC out of 3 names recommended by the Principal, HoD/s – of the department/s associated with the project or to which the PC reports for his/her normal academic duties Project Coordinator – Either the faculty member who has brought in the project or is selected by the Consultancy Committee from among those expressing their interest in coordinating it.</p>

<b>Project Administration (Hierarchy of project administration and roles / functions)</b>
<p>Consultancy Committee – for selection of Project Coordinator and all other important matters Chief Coordinator (Consultancy) – operates the projects accounts and all matters related to use of facilities and human resources of the respective units (Colleges / Univ.) Coordinator (Consultancy) – administrative coordination of all projects in their respective units, mans the unit’s consultancy office with all the records and documentation HoD/s – to monitor project related activities so as to catalyse them for academic enhancement (and pre-empt any adverse interference with academic work) Project Coordinator – initiates all project related activity – technical, financial, administrative and responsible for completing the project</p>

**Financial Disbursement of Consultancy Income**

	Particulars	Arch.	Fine Arts	Others
A	Total amount received			
B	GST, IT and other taxes			
C	Net amount (A-B)			
D	Expenditure incurred(% of C)	Max. 75%	Max. 85%	Max. 75%
E	Balance amount (C-D)			
F	Institutional Share (% of E)	35%	35%	35%
G	Honorarium to be disbursed(% of E)	65%	65%	65%
	VC / Principal	4%	4%	4%
G2	Registrar / Co-ordinator	4%	4%	4%
G3	HoD/s	3%	3%	3%
G3	PC	7%	7%	7%
G4	Technical Team involved	70%	70%	70%
G5	Office administration	12%	12%	12%
G6	Others			

**Institutional share distribution in various funds:**  
 Institute – 40 %  
 Department Development Fund – 30 %  
 Professional Development Fund – 30 %

**Note:**  
 1) Items D and F may be subject to respective CC’s approval for any modification in the same on a case to case basis  
 2) G1 to G6 are in percentages of amount as in G  
 3) All remunerations will be subject to TDS

## 1.0 PREAMBLE

*Key Objective: To enhance knowledge, skills, abilities (in all aspects - technical / professional /inter- personal / social)*

As a matter of policy, the university and its units encourage faculty members to undertake consultancy work so as to enrich the professional experience and knowledge of faculty members and thus make them better educators. Consultancy projects provide a first-hand knowledge of the current problems of profession which is very helpful in turning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas under practical experience and in the process help their students in finding a job.

All consultancy and related jobs need to be structured and executed:

1. In the spirit of promoting university-profession interaction,
2. As a vehicle for augmenting the levels of excellence in teaching and research,
3. As one way of training and placing of university graduates and
4. In the process of achieving the above three, generate funds.

All training programs organized for outside agencies will also be treated as consultancy work and these guidelines will apply to them also.

This document is a guide to the implementation of these processes.

## 2.0 THE ORGANIZATIONAL FRAME WORK

The following components constitute the organizational framework related to the administering of Consultancy activities in the University:

- 2.1 **The Three Consultancy Cells and their Committees** – These are the JNAFAU Central Consultancy Cell (CCC) at the University level; and the two consultancy cells in the two constituent colleges – SPA and CFA. The three consultancy cells will have their respective consultancy committees whose members shall be the Chief Co-ordinator (Consultancy), the Co-ordinator(Consultancy), and the HoDs' of the concerned department/s involved with the project. These committees will be tasked with the major decisions for every project such as:

- 1) Selecting the Project Co-ordinator (PC);
- 2) Approving the team members (recommended by the Project Co-ordinator);
- 3) Approving the project contract documents including the fees;
- 4) Generally resolving any major related issues that may arise during the project activities.

- 2.2 **Project Allocation:** The SPA consultancy cell may undertake projects with a net (pre-taxes value) consultancy fees of up to Rs. 25 lakhs only and the CFA consultancy cell may undertake projects up to a net value of Rs. 25 lakh of work (pre-taxes value). However under special circumstances, on a case to case basis, the Vice-Chancellor may

extend this limit to Rs. 30 lakhs. Projects beyond the stipulated financial limits shall be undertaken by the CCC at the University level.

**2.3 The Co-ordinators:** the hierarchy of Co-ordinators in each of the three CCs shall be –

- 1) The Chief Co-ordinator (Consultancy),
- 2) The Co-ordinator (Consultancy), and
- 3) The Project Co-ordinator.

The Chief Co-ordinator and the Co-ordinator of the JNAFAU CCC shall be the Vice-Chancellor and the Registrar, respectively.

The Chief Co-ordinator of the SPA and CFA CCs shall be the respective Principals and the Co-ordinators shall be designated senior faculty members (selected by the CCC from among the list of three names submitted by their respective Principals).

The Project Co-ordinator (PC) shall be specific to each project and shall be selected as described in clause 4.1 D.

**2.4 Consultancy Cells Offices:** The consultancy cells will each have an office in the control of the respective Co-ordinator, to provide specialized administrative and managerial support for the consultancy activities. These consultancy offices shall be the one point of contact for all consultancy activities, and all concerned matters will be routed through these offices. The office would be responsible for maintenance of project records, financial records and administration of contractual/deputed project personnel.

**3.0 Consultancy Projects:**

“Consultancy project” refers to time-bound specific projects by funding agencies with payment of consultancy fees/honorarium to the consultant(s) in addition to all other expenses. This is effectively a contract work in which all outputs (excluding the IPR, unless specified otherwise) belong to the client. The following are the ways consultancy activities may be initiated:

- A. Assignments/projects referred to the Director/Principals /Heads of Departments / or any other non-specific functionary of the University or the Colleges, which may be taken up as a consultancy project.
- B. Projects where a faculty approaches a client with a project proposal for consideration or with an incubation idea with the intention of commercializing it.
- C. The faculty or consultancy cells may also participate in any limited competitive process seeking technical and financial proposals through invitation or empanelment.
- D. Consultancy involving conceptual / advisory inputs or suggestions on site visits, not having a full scale of services, and also those with high public relevance and impact.
- E. Consultancy which is more in the nature of voluntary activity, either solicited by public organizations or NGO's or even private organizations or proposed by the

departments with a view to enhance the students' professional training through immersive and experiential learning

F. Training Programmes

The faculty and academic staff may conduct training programmes (as part of consultancy activities) for students, faculty and professionals from other government and private organizations in the fields of architecture, planning and allied subjects. This would lead to skill development and capacity building and provide knowledge based support to the industry and help in disseminating the knowledge to a larger section of society, not limited to the school alone.

#### 4.0 GUIDING NOTES FOR PROJECTS

##### 4.1 General

- A. The faculty and members of the academics staff are permitted to engage in projects to such extent which will not interfere with discharge of their other institutional duties.
- B. Studio, other academic spaces / infrastructure and office space of the colleges may be utilized for carrying out project related activities with the permission of the respective college principal.
- C. In case of assignments/jobs by an external agency where any faculty of the school is directly contacted for working on a mutually agreed scope, the project would usually be undertaken by the same faculty forming his/her own team.
- D. In case of projects referred to a functionary of the institute (Directors/ Principals / Heads of Departments/etc.)/ or more than one individual faculty, the same may be marked to the respective Co-ordinator (Consultancy) for further action. The Co-ordinator (Consultancy) will then circulate the request for proposal to all concerned heads and all faculty members inviting expression of interest for the role of PC as well as supporting team members. Faculty members interested in being PC will also be required to suggest teams and submit their capability profile for the project to the respective Co-ordinator (Consultancy). In case of multiple teams expressing interest in undertaking the same project, the Co-ordinator (Consultancy) in consultation with Heads of concerned Department(s) recommends the most suitable team, on the basis of mutually agreed parameters, for the respective Consultancy Committee's approval. The selected PC and his/her team are then required to prepared technical proposals for the project.
- E. The fee for consultancy would have to be approved by the CCs in consultation with the PC.
- F. Total amount of honorarium/remuneration to be received by the consultant faculty members should not be more than their salary in a Financial Year.

- G. All consultancy/training projects expenses will be met out of the project funds as per the rules.
- H. In the case of consultancy, the PC may with the approval of the respective CC through Co-ordinator (Consultancy) avail the services of individuals not in the institute service, or in any of the government organization, as consultant to a project. However, in any project, the amount payable to the consultant(s) must not exceed 50% of the total contracted amount after deducting institute share and applicable taxes.
- I. If project has come in the name of PC and if he/she leaves the institute, through proper procedure, then the project may be transferred with the PC along with the remaining money, if it is acceptable to both the institutes and the client.
- J. Faculty visits to organizations as jury of competitions, for academic planning, research management, coordinating committee, invited lectures, conducting of viva-voce examinations, will not be governed by the consultancy rules.

#### **4.2 Project Approval & Monitoring**

- A. The approval for involvement of faculty and staff of the University will be routed through their Head(s) of Departments, to ensure that their institute/academic duties are not compromised.
- B. The respective Co-ordinator (Consultancy) will then process the submitted proposals for the Chief Co-ordinator's approval.
- C. In case of any disagreement and conflict of interest, the matter will be referred to the respective Consultancy Committee for resolution.
- D. All proposals sent from the Colleges / University to Clients would be accompanied by a covering letter from the Principal / Registrar respectively, stating the team composition for the project and including standard terms and conditions of engagement and payment applicable.
- E. The PC of the project (with the approval of the respective CC) is responsible for negotiating and finalization of scope of deliverables responsible for negotiating and finalization of scope of deliverables and initiating the project activity.
- F. On finalization of scope, deliverables and time frame mutually accepted by the team and the client, a final agreement/ contract stating all terms of engagement and financial commitment is drawn up and signed by the Principal / Registrar on behalf of the colleges / University respectively. Alternatively, the terms of engagement and fees may be fixed through a "work order" received from the client, based on the proposals sent by the colleges/ University.

### **4.3 Project Responsibility:**

- A. The date of signing of MoU/Agreement is considered as the project initiation date. The respective Co-ordinator (Consultancy) marks the project to the concerned PC for execution.
- B. All responsibility related to project execution, monitoring, quality control and timely delivery lies with the PC of the project.
- C. The responsibility of project administration, utilization of funds, account keeping, disbursement of reimbursement and remuneration amongst team members lies with the PC. All proposals for the same have to be routed through the respective Co-ordinator (Consultancy) to the Chief Co-ordinator (Consultancy) who may take the approval of the CC if needed.
- D. At the end of each Financial Year and after the completion of a project, a project status/ completion report and a fund utilization certificate needs to be sent to the respective Chief Co-ordinator (Consultancy) by the PC through the respective Co-ordinator (Consultancy) and with their approval the project account may be closed within three months of completion of the project.
- E. Assets created through consultancy would be property of the colleges/University and would be transferred to the same after the project is over. However the faculty may retain those in the college/University for further academic research work with the respective college/ University approval.

### **4.4 Finance and Accounts**

- A. All funds in connection with projects will be received in the name of Principals of the College/Registrar, JNAFAU, in the form of DD/Cheque/Electronic bank transfer.
- B. A separate account head for every project shall be maintained by the office of respective Co-ordinator (Consultancy) and accounts of all projects will be maintained by them with the assistance of the Institute's accounts department.
- C. Separate account for projects/training programmes should be maintained if funding is received in foreign currency.
- D. PC may initiate all payments related to the project through the institute accounts department after due processing through after due processing through respective Co-ordinator (Consultancy) and Principal / Registrar.
- E. AllPCs are required to submit advance requests through the self-respective Co-ordinator (Consultancy)for processing by accounts personnel. Cash advance shall be drawn in the name of permanent employees working on the projects. In case advance is to be given to a temporary employee, it shall be only on approval by the CC and shall not exceed his/her monthly remuneration.

- F. PCs are required to submit all verified statements of expenditure, to the office of the respective Co-ordinator (Consultancy) for accounting purposes.
- G. The PCs shall be responsible for submission of internally audited statement of accounts as and when required by the CC.
- H. All purchase proposals following purchase procedures of the Colleges, shall be processed through the Principals / Registrar through the respective Co-ordinator (Consultancy).
- I. PCs of projects shall arrange to maintain Procurement-cum-purchase Registers and Stock / Asset Register.
- J. The remuneration will be paid to the faculty / staff as per the recommendation of the PC, approved by the CC.
- K. The institutional share for different types of projects will be governed by the terms specified in 'Section 5.0, Institutional Share and Disbursement of Consultancy Income of the manual.
- L. Disbursal of project funds as Institutional share and remuneration to faculty and staff will only be done on pro-rata basis on receipt to fees from the client.
- M. Periodic reconciliation of accounts by PC and accounts department shall be done as and when required by respective Co-ordinator (Consultancy) office.

#### **4.5 Human Resources**

- A. Project staff will be hired for all projects for assisting/ working on the project as per the qualification and experience requirements specified by the CC.
- B. The project staff shall work towards fulfilling the objectives of the project.
- C. Open selections will be held for all project positions according to the University's hiring regulations.
- D. Engagements on all project positions drawing emoluments will be on contract only.
- E. Any contractual staff appointed shall execute a Contract Agreement with the Chief Co-ordinator at the time of joining, stating all terms and conditions and tenure of contract, with provisions of terminating the contract by either side with a month's notice.
- F. It is desirable that students (internal/external) be engaged in projects as part of 'internship' or otherwise on being selected by the PC and may be paid remuneration for their work.
- G. In case of consultancy projects, in which a significant component of work is undertaken as a studio exercise involving all students, expenses on travel, accommodation, food, stationery etc. may be borne out of project funds for all students. However, no payment of remuneration or manpower hiring charges would be permissible to students.



#### 4.6 General Guidelines for Training Programmes

- A. For organizing and conducting Training Programmes, requests from faculty/departments/centres have to be routed through the Head/s of departments to the respective Co-ordinator (Consultancy), who will obtain necessary approval of the Principal.
- B. Monetary requirement for the organization of such training programmes is to be recovered through sponsors or by charging of registration fees from the participants.
- C. Training Programmes may also be taken up at the request of external sponsor agencies to fulfil specific objectives. In such cases total/partial funding may be availed from the sponsor agency.
- D. Training Programmes which form part of the deliverables and outcomes of some consultancy project are required to be funded from the project fund.

#### 5.0 INSTITUTIONAL SHARE AND DISBURSEMENT OF CONSULTANCY INCOME

*Note: In case of Government/ voluntary projects, Institutional share may be waived off or reduced by the Chief Co-ordinators (Consultancy) on recommendation of respective Consultancy Committees on a case by case basis with suitable justification, and only in the case of projects wherein the revenue to the consultancy cells would be less than Rs. Five lakhs.*

##### 5.1 GST and Other Taxes

- A. At the stage of proposal submission, the budget should reflect the GST, the Income Tax and any other taxes as applicable at that point of time.
- B. When money is received as fees, at first instance, GST, Income Tax and any other tax as applicable should be first deducted.
- C. Other taxes as per Government of India norms (as applicable from time to time) would be deducted from the project funding.

##### 5.2 Institutional Share

The institutional share of funds received from the consultancy activities and Training Programs will be 35% and 20 % respectively, of the net income (after GST and other taxes, and project expenditure) as per Table given in Clause 5.5 and would be used to maintain the following funds:

- 1) Institutional Fund( for the College / Univ.)
- 2) Departmental Development Fund (DDF)
- 3) Professional Development Fund (PDF)

Out of the total amount retained as the institutional share in each project's income, 40% shall be allocated to the Institutional Fund, 30 % to the DDF and the balance amount of 30 % to the PDF.

### 5.3 Departmental Development Fund (DDF):

This is a fund of the department to which a share of the Institutional Share from Consultancy projects is transferred. In case of multidisciplinary projects the department would be on the recommendation of PC. It is like a perpetual fund which may be accumulated over time. The DDF may be utilized for the following purposes:

- i. Purchase of equipment for the department
- ii. Office administrative charges (stationery, cartridge etc.)
- iii. Taxi fare, travel reimbursement for guests visiting the department.
- iv. Additional expenses for academic study tours conducted nationally or internationally
- v. Travel for potential project.
- vi. Any other activities on approval of Principals / Registrar

### 5.4 Professional Development Fund (PDF):

This is a fund for faculty and academic staff of the institute, to which a share of the institute over head charges from Consultancy projects are transferred. It is like a perpetual fund which accumulates overtime. The PDF may be utilized for the following purposes by the faculty:

- i. Purchase of equipment
- ii. Travel (national and international) for research or related discussion
- iii. Purchase of books, journal subscription, professional membership
- iv. Teaching material and teaching aid
- v. Expenses related to promotion of professional activities
- vi. Travel for potential project.
- vii. Any other expenditure with the Principals' / Registrar approval

### 5.5 The Disbursement of Consultancy Fees

	Particulars	Arch.	Fine Arts	Others
A	Total amount received			
B	GST, IT and other taxes			
C	Net amount (A-B)			
D	Expenditure incurred(% of C)	Max. 75%	Max. 85%	Max. 75%
E	Balance amount (C-D)			
F	Institutional Share (% of E)	35%	35%	35%
G	Honorarium to be disbursed(% of E)	65%	65%	65%
G1	VC / Principal	4%	4%	4%
G2	Registrar / Co-ordinator	4%	4%	4%
G3	HoD/s	3%	3%	3%
G3	PC	7%	7%	7%
G4	Technical Team involved	70%	70%	70%
G5	Office administration	12%	12%	12%
G6	Others			

**Note:**

- 1) Items D and F may be subject to respective CC's approval for any modification in the same on a case to case basis
- 2) G1 to G6 are in percentages of amount as in G
- 3) All remunerations will be subject to TDS

**6.0 FORMS**

Forms required for the different requirements of documentation for the consultancy projects will be available with the office of the respective Co-ordinator (Consultancy) and/ or online for use by the PC and office staff and would be updated periodically.