

Form for Accepting Consultancy

CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY (CSRC)

Names of the Consultant(s) *#	Designation	Department/Centre	Contact details (Phone & E-mail id)

*If more than one faculty is involved, principal consultant is to be identified

If more than one department is involved, the percentage share of overheads for each department /Centre may be indicated

TITLE OF THE CONSULTANCY WORK	
Name and address of the client (please attach the copy of the client's letter duly attested by the consultant)	
Total consultancy amount ** (Excluding Service Tax) **Service Tax at applicable rates to be collected from the clients along with the consultancy charges	Rs. (Rupees in words)
No. Of Hours likely to be spent	
The machines/instruments required	
Duration of the work	Starting date Closing Date
Estimation of the expenses	Manpower - Rs. Travel expenses - Rs. Procurement of materials - Rs. Procurement of Equipment - Rs. External Consultant - Rs. Sub-Contracting of part of the work - Rs. Total expenses - Rs.
Estimated Honorarium for the consultant(s)***	Rs.
Overheads of the consultancy fees	30% of the total consultancy

***1. Procurement of equipment should normally be avoided. If the work needs procurement of the equipment, University procedure should be followed and taken into the stock register. It should not be handed over to the client.

2. All the bills relating to expenses listed above should be certified by the principal consultant.

*** If there is no expenditure in the consultancy work, the 70% of the total consultancy will be the remuneration for the consultant.

Date:

Signature of the Consultant(s)

Recommendation of the Director, CSRC

Dr/Thiru/Tmt_____ is recommended / Not recommended to take up the above mentioned consultancy, because_____

Date (Signature of Director, CSRC)

Permitted / Not permitted to take up the consultancy work

Date:

Director, CSRC

For Office use in CSRC

Consultancy No. _____ : Type: (consult or testing)/dept/SI.No/Year/Faculty

Date of entry in the Consultancy register

Forwarded to the consultant and HoD / Director

Date:

Signature of the Verifying Official

Date of completion of the assignment

Date:

Certified that the consultancy assignment has been successfully completed and report submitted to the client. Copy of the letter to the client with his acknowledgment is enclosed. The remuneration payable to the consultant may be released, as per the distribution of the honorarium, in the format attached.

Date

Signature of the Consultant(s)

**CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY
(CSRC)
PAY-IN SLIP for Consultancy Assignments**

Consultancy No: _____ Date: _____	
Total Consultancy Fee*: Rs. _____	
Remittance: First () Second () Third Final () instalment	
AMOUNT REMITTED RS. _____	INVOICE NO
IF ANY, _____	
Name of Client: _____ _____	
Draft / Cheque No _____ Date: _____ Drawn on: _____	
Name of the consultant:	Signature of the Consultant

*Service Tax, as applicable, will be deducted from the total receipts of the Consultancy Projects.

**Form for Payment of Remuneration / Honorarium to staff
Department / Centre**

Consultancy / Assignment No: _____

Dated: _____

S.No	Dept/Centre	Name & Designation	Employee Id. No	Amount of Honorarium / Remuneration Rs.	Income Tax Rs.	Net amount	Bank a/c number

Date: _____

Signature of the Principal consultant

Date: _____

Recommendation of the Director, CSRC

**CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY
(CSRC)
REQUEST FOR SANCTION OF TA / DA / REGISTRATION FEE
FORM / PROJECT FUNDS**

Visiting Member Investigator (s) Other than Investigator

Purpose of Visit (Letter of Invitation / announcement details to be attached)

Seminar Symposium Meeting / Discussion

Conference Registration Fee

Name & Designation:

Department

Basic Pay Rs. _____ / Consolidated Pay Rs. _____

Name of the coordination	Project Number	Title of the Project

Date & Time of		No. of Working days	Place(s) of visit	Details of Meeting / Programme
Leaving	Return			

The faculty member has to certify about alternate arrangement made for academic commitments during the absence from university.

Alternate arrangement made () Not made ()

Signature of the Coordinator / Staff

<p>The visit of Mr/Dr/Prof. _____ is required and is in connection with the consultancy / Project referred above and certified that provision exists and sufficient funds are available in the project for this travel under the head _____</p>	<p>Forwarded Head of the Department / Director</p>
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Amount of Regn. Fee	Cheque/DD to be drawn in favour of	Mode of Travel*	Class of Travel
		AIR/TRAIN/BUS	

***Justification** to be given for Mode/Class of Travel higher than his eligible limit.
Advance required (YES/NO) to be settled within 30 days of completion of the visit.

SANCTION / RECOMMENDATION OF THE DIRECTOR / REGISTRAR/VICE CHANCELLOR (as the case may be)

Director, CSRC

Registrar

Vice Chancellor

FOR USE IN CSRC OFFICE

Commitment for the above journey

Rs.

TA/DA advance drawn Rs. _____ and handed over on -----(dated) to

Dr/Thiru-----

Assistance/Superintendent

Final settlement / adjustment Rs. ----- made on ----- (date)

DIRECTOR



MEMORANDUM OF UNDERSTANDING BETWEEN

AND

**DR.M.G.R EDUCATIONAL AND RESEARCH INSTITUTE
UNIVERSITY, INDIA**

ON

CONSULTANCY

Article 1

1.1. Dr. M.G.R Educational and Research Institute, University and
 in the confident expectation that cooperation between the respective institution and industry will contribute to academic development and promote research related activities, have reached this Memorandum of Understanding.

1.2. The purpose of this Memorandum of Understanding is to set out the basic consensus about respective roles and responsibilities of the Parties in working cooperatively to develop and carry out collaborative activities in furtherance of the common interest of the institution and industry for consultancy work categorized as mentioned in the guidelines

Article 2

2.1 In order to materialize such a cooperative relationship, the two Parties agree on the following specifics:

- a) While a request is directed to the institute by the industry or organization requiring the consultancy services, the work will be allotted by the institution to a particular single consultant with or without his/her group of consultants who have relevant expertise pertaining to the title assigned by the industry.
- b) In case of a customer choosing services from a particular consultant, the consultancy project may be generally offered to the recognized faculty with a proper approval from Registrar
- c) All acceptance letters will be sent by the Director (CSRC) to the concerned Industries or agencies requiring consultation services from our University.
- d) Consultancy project proposals prepared in response to a client's request are to be sent along with an endorsement letter from the Registrar.
- e) The consultation fee indicated in section IV is fixed and will not be negotiable and transferrable. However, new tariffs may be allowed if a fresh estimate is put forth.
- f) Consultancy charges are eligible as per instructions given in the guidelines

2.2. Both Parties are committed to maintaining a Constructive and cooperative working relationship.

2.3. Each Specific program and activity that is implemented under the terms of this MOU shall be mutually discussed by both institutions.

Article 3

This Memorandum of Understanding commences in the date it is signed by representatives of each party and be effective for the duration till which the consultancy work is scheduled. It can be extended by mutual consent of both parties.

This Memorandum of Understanding is effective as of the date of execution by the appropriate Officer of each signatory institution.

Article 4

4.1 This Memorandum of Understanding is subject to change, renewal, and termination by mutual consent. Any alteration of amendment to this MOU must be made in writing, then agreed to and accepted by both institutions.

4.2 This Memorandum of Understanding is signed in two identical copies in English, of which each signatory receives one copy.

Director (CSRC)

Dr. M.G.R Educational and Research Institute,
University
India.

Date:

Date: