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GOVERNMENT OF GOA
DIRECTORATE OF TECHNICAL EDUCATION

College of Architecture
Alto Porvorim-Goa.
623
05/02/07

No. DTE/52/Con.Scrv./2006/ 27
Dated 25-01-2007
02/02

ORDER

Approval of the Government is hereby conveyed to the 'Consultancy Services Scheme' for the teachers of technical institutes under the control of Directorate of Technical Education, in order to keep the teachers, students and the institutes abreast with the innovations in the industry, and induce accountability required by the industry.

The 'Consultancy Services Scheme' for Technical Teachers shall follow the following guidelines: -

1. **Types of Projects:** Consultancy projects shall be of two types, viz. Type I (Institutional) and Type-II (Non-Institutional). The projects of Type-I shall involve participation of teachers or group of teachers using the institute's infrastructure facilities, such as workshop, laboratories, computers, office space, electricity, etc. The projects of type-II shall involve participation of teachers without using any of the institute's infrastructures.
2. **Assessment of fees/revenue:** - While working out the fees/charges for carrying out the consultancy project, suitable method of estimation may be used. These would include either
 - a. Fixing percentage of the total cost of project, as in the case of architectural, structural engineering design projects, etc. OR
 - b. Estimates worked out on the basis of required man-hours input at a different levels and expenditure to be incurred purchase of material, use of outside labour, use of outside consultants, computer charges, etc.

Suitable charges for overheads up to 15% should be added to the cost estimated as above, to cover indirect costs such as use of electricity, building space, stationery, etc. This amount should go to the revenue account of the institution.

3. **Sharing of the Revenue:**- After meeting all expenses and remitting the 15% overhead to the revenue account of the institute, the revenue earned from the consultancy work shall be shared as follows.
 - a. Consultancy project Type-I:
 - i. 50% to the development fund of the Institute
 - ii. 50% to be shared by the team involved with the work including supporting staff
 - b. Consultancy project Type-II:
 - i. 30% to the development fund of the Institute
 - ii. 70% to be shared by the team involved with the work
4. **Management:** - To facilitate proper distribution of the work amongst the faculty members, a committee consisting of (three members), viz.

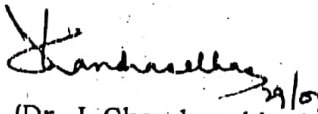
05/02/07

KC - MAKE 10 XEROX SETS
AND DISTRIBUTE TO TEACHING FACULTY.
DTE BUILDING, ALTO-PORVORIM, BARDEZ, GOA, 403521, PH./ FAX 2413571.
- ORIGINAL KEEP FILE IN "Consultancy" FILE.!!!

Principal, senior most faculty/Vice principal and head of the department concerned shall be constituted. The senior most faculty/Vice principal (other than Principal) shall be the Chairman of the committee. The committee shall be responsible for following as administrative work of the institute, without taking any remuneration for the same

- a. Distribution the work to the faculty members,
 - b. Receipt of the fees from the client,
 - c. Deposit of 15% of gross fees to revenue account (Govt. treasury),
 - d. Distribution of fees amongst the consultants and supporting staff,
 - e. Approval of the pattern/percentage or actual amount as permissible expenses on the project,
 - f. Payment to development fund and consultants
5. **Coverage:** - All teachers of technical institutes under control of the Directorate of Technical Education, including teachers working in the Directorate of Technical Education shall be covered in the scheme. For this purpose, the Directorate shall also have a consultancy cell.
6. **Higher Limit:** - There would not be higher limit on the quantum of consultancy work a teacher can take or remuneration he can earn, provided that the same is physically possible after attending to the duties and work load due in the institute as defined by the Government for pay scales and service conditions. No relaxation or concession shall be granted in the duties on account of consultancy work nor any special leave shall be granted to attend out station consultancy work.
7. **Accounts & Audit:** The institute shall open a separate account for consultancy services and development fund, to be operated jointly by the Principal and the Chairman of the committee. The Govt. norms/guidelines prescribed for financial transactions should be followed. The accounts of the consultancy shall be under preview of the Audit.

This issues with the concurrence of Finance Secretary, vide note No. 07 dated 02-01-2007(F.No.DTE/52/Con.Serv./2006.



(Dr. J. Chandrasekhar)
Director of Technical Education &
Ex-Officio Additional Secretary

Copy to: -

1. The Director of Accounts, Panaji
2. The Joint Director of Accounts, South branch, Margaon, Goa,
3. The Sr. Deputy Accountant General, Audit, Audit Bhavan, Green valley, Porvorim
4. A.A.O., (P&A), Directorate of Technical Education, Parvarim,
5. Principals, of all Degree Colleges (4), G.C. Arch. - Panaji
6. Principals, of all Polytechnics (5)
7. All officers working in Directorate of Technical Education, Porvorim.
8. Office file, Guard File