

IGNOU
ACADEMIC COORDINATION DIVISION

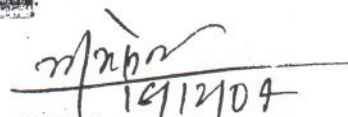
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Dated: 17th December, 2004

CIRCULAR

Clause 3.6 of the document on "IGNOU Consultancy Services" provides that teachers / academics can undertake an assignment as **Guest Faculty** for other academic institutions/training organizations of repute.

With the approval of the Board of Management, the following guidelines have been framed with regard to acceptance of the assignment of Guest Faculty.

- i) Academics and Teachers of IGNOU may take assignment as Guest Faculty in institution / organization funded by Central Government / State Governments. The institution / organization must be involved in PG level teaching, research & development and in extension activities. The honorarium / remuneration paid by these institutions / organizations must be equivalent to the rates prescribed by UGC from time to time for this purpose.
- ii) No assignment as Guest Faculty should be accepted in private or self-financed colleges, institutes and private universities.
- iii) ~~The assignment as Guest Faculty can be permitted for a maximum duration of 15 hours in a calendar year.~~


(B.S. Saraswat)
Director (AC)

To

- | | | |
|-----|---|---|
| i) | Directors of Schools / Heads of Divisions |)(with a request to bring |
| ii) | Regional Directors of Regional Centres. |)(contents of the circular to all concerned. |

IGNOU CONSULTANCY SERVICES

Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

OBJECTIVE:

1. To provide consultancy services for educational institutions, government organizations, public sector undertakings, corporations, private industries, business houses, non-governmental organizations and informal sectors both national and international.
2. To allow faculty members to keep in touch with their specialization by working on specific problems for a client in the field of the consultant's specialization.
3. To share IGNOU's knowledge of the use of technology in education and training through consultancy.
4. To develop/deliver short-term (2-3 week duration) specialized courses/customized training programmes to meet the specific needs of the clients.
5. To market IGNOU's products and services viz. published study material, audio-video cassettes, multi-media packages, training packages etc.
6. To develop a pool of expertise in diverse areas.

STRUCTURE:

There will be a Standing Committee headed by the Vice-Chancellor, IGNOU as Chairman, Consultancy Services. The composition of the Standing Committee will be as follows:

VICE-CHANCELLOR Chairman
PRO VICE-CHANCELLOR...Member (To be nominated by VC)
DIRECTORS OF SCHOOLS/ACADEMIC DIVISIONS...Members (Three) (Two from Schools and one from Academic Division to be nominated by VC)
FACULTY REPRESENTATIVES...Members (Six) Professors – 3 Nos. RD/DD/Reader – 2 Nos. Lecturers/equivalent Academics- 1 No. (To be nominated by the Vice-Chancellor)
FINANCE OFFICER...Member – Ex-Officio
DIRECTOR (International Division) ...Member - Ex-Officio
DIRECTOR—Acad. Coordination Division...Convenor

The tenure of the Committee shall be two years from the date of its notification.

The Committee will meet at least twice in a year.

The quorum for meeting of the Standing Committee will be 50% of the total membership of the Committee.

GENERAL RULES AND CONDITIONS

1. PERMISSION TO UNDERTAKE CONSULTANCY

- 1.1. Consultancy is envisaged as an activity which entails assistance to an organization in finding solution to specific problem or performing a task for it in return for monetary consideration.
- 1.2. All consultancy assignments shall undertaken in the name of the IGNOU Consultancy Services with due approval of the Chairman, Standing Committee, IGNOU Consultancy Services.
- 1.3. Where a client approaches IGNOU, the Chairman will nominate a faculty member or group of faculty members to undertake the consultancy or project based on the advice given to him by the Standing Committee. The Chairman's decision will be final.
- 1.4. When a client approaches a faculty member with a consultancy proposal, the faculty member will bring it to the notice of the Convenor of the Standing Committee in the prescribed form. The assignment shall be accepted only after formal approval for the same has been obtained.
- 1.5. The faculty member's primary obligation is to the IGNOU and it is expected that she/he will not, in any way, financially or otherwise, transgress the spirit in which the consultancy privilege rests.

2. SUBMISSION OF PROPOSAL

- 2.1 Consultancy approval form should be filled in triplicate and submitted to the Convenor, IGNOU Consultancy Services office through the Head of Division/School concerned. The proposal should be submitted well in advance of the intended date of undertaking the assignment.
- 2.2 Consultancy agreement with the client must be specific on the scope of work, time frame, fee payable and modalities of payment.
- 2.3 One the proposal is approved, formal notification will be issued by the Convenor, Standing Committee.

3. SCOPE AND AREAS OF CONSULTANCIES:

- 3.1 Short-term assignment of not more than 2-3 week duration at a given point of time.
- 3.2 Seminars/ Conferences/ Workshops /Sponsor Research Material preparation/Turn Key assignments.
- 3.3 Training programs (Experts/print material/audio-video aid/teleconferencing).
- 3.4 Consultancies on staff development/Human Resource Development, developing plans and strategies, I.T., Media and social awareness programs.
- 3.5 Case studies for improvement of the system of organization.
- 3.6 Assignment as Guest Faculty for other academic institutions/training organizations of repute.

4. CONSULTANCY TIME:

- 4.1 The total time allowed to each faculty member for consultancy assignments ordinarily will not exceed 52 days including Saturdays, Sundays, holidays and vacations in a year. The consultancy time for a faculty member being on the payroll for less than a year would be pro-rata reduced. Unutilized days in a particular year cannot be carried over to the next year. The Chairman, IGNOU Consultancy Services shall have the discretion to extend the permissible time upto 70 days in any particular year, if he is satisfied that the importance and quantum of consultancy work warrants such extension. Where extension is granted, the Chairman shall have the discretion to enhance the share of IGNOU in the consultancy fee for the number of consultancy days beyond 52 as stipulated in para 7.2.
- 4.2 For counting the number of days spent on consultancy assignment/professional activities, minimum unit will be half a day, implying that any remunerative assignment (other than those which are exempted from counting) upto 4 hours duration would be treated as half a day, even when the actual involvement may be for a lesser duration.

The accounting year for this activity will be from 1st April to 31st March.

5. MILESTONE SCHEDULE:

For each consultancy program, a clear roadmap should be drawn up and agreed upon between IGNOU Consultancy Services and the Consultant. If due to reasons such as inadequate response, lack of preparation of course materials, withdrawal of sponsoring agency, non-availability of key-faculty or non-availability of support services from IGNOU the program becomes unviable, Chairman, IGNOU Consultancy Services in consultation with the Standing Committee and the Consultant may decide to cancel/postpone the consultancy project.

6. UNIVERSITY'S ASSISTANCE:

- 6.1 The University will, subject to its commitments, resources and convenience, provide assistance to individuals involved in consultancy.
- 6.2 For staff engaged full time on consultancy project, the University may not be able to provide supporting facilities (furniture, equipment etc.). This should be checked at the outset and financial provisions made in the consultancy proposal as a part of direct expenses.

7. SHARING OF PROFESSIONAL FEE:

- 7.1 The Consultancy Assignments offered by Foreign/International Organizations will be governed by the following rules approved by the Board of Management at its 19th meeting held on 17.8.1990 (Item No.32):
 1. Where the U.N. or other international agency offers pay and allowances according to its own rules, the period of assignment will be treated as foreign service. The foreign agency should pay leave salary and pension contribution for the period of foreign service/consultancy and if it does not pay, the employee himself/herself will pay such contributions. If neither of them pays the leave salary and pension contributions, the period spent on foreign service will not count as qualifying service for pension and for determining the leave entitlement.
 2. Where the University sponsors an employee for a short term assignment/consultancy and where the employee so sponsored is paid only a daily allowance or consultancy fee/honorarium or both, but not pay and allowances as per rules of the agency concerned, the employee will be treated as on deputation and continue to draw his/her pay and allowances from the University. He/she will

be treated as on duty for the entire period. Contributions towards leave salary and pension are not applicable in such cases.

3. In cases which are not covered by 1 & 2 above, an employee who is permitted to take up short term assignment/consultancy on payment of daily allowance or fee/honorarium or both, the period of absence will be treated as leave due/admissible. No contribution on account of leave salary and pension will be payable in such cases.
 4. In the case of short term consultancy assignments, fees/honorarium received by the employee shall not be subject to 1/3 cut, if a report or paper is produced at the end of the assignment in which he is aided by the knowledge acquired by him during the course of his service. In other cases, fees/honorarium will be subject to a cut of 1/3, which amount will be paid to the University.
 5. The above principles will apply in all cases of acceptance of consultancy assignments from U.N. Agencies and International Organizations by the employees of IGNOU.
- 7.2 The professional fee shall be shared between the faculty member and the University in the ratio of 2/3:1/3 basis. This ratio for sharing of fee for number of days beyond 52 days will be reversed, i.e., 1/3rd to faculty member and 2/3rd to the University.
- 7.3 The consultancy fee will be released by the University to the concerned faculty on completion of the project, or in installments after completion of each pre-determined phase of work identified in the road map. This shall, however, not be applicable for retainerships, where release of fees will be as per agreement with the client.
- 7.4 The share of consultancy fee retained by the IGNOU Consultancy Services under clause 7.2 will be allocated as follows:
- a) 50% of the amount will be retained in the IGNOU Consultancy Services Promotional Fund. The amount in this fund will be utilized by IGNOU Consultancy Services as seed money for marketing, promotion and generating consultancy project, etc.
 - b) 25% of the amount will be placed in another Fund to be called IGNOU Consultancy Services Consultant Fund, earmarked for utilization by the concerned Consultant for academic and

professional pursuits, like purchase of books, journals, equipment and software, attending of conferences, travel etc. at his/her discretion, with the concurrence of Chairman, IGNOU Consultancy Services. Release of funds for travel abroad will require Chairman's concurrence.

- c) 25% of the amount would be placed in a third Fund called IGNOU Consultancy Services Department Development Fund, earmarked for utilization by the parent Department/School to which the Consultant belongs.
 - d) At the time of finalization of accounts on the ⁹project, any unspent balance from the budget head "Expenses" will be transferred to the IGNOU Consultancy Services Fund.
- 7.5 Excess of the expenditure, if any, over the budgeted expenses shall be deducted from the fee payable to the Consultant(s).
- 7.6 A faculty member undertaking consultancy must ensure discharging the academic responsibility regarding his/her own courses/programmes.
- 7.7 A report on the progress of the consultancy assignment shall be made by the Consultant faculty to the Convenor, IGNOU Consultancy Services to enable him to raise bills for payments on due date (s). Any extension of time in consultancy work, if needed should be got approved by the Chairman through Convenor, IGNOU Consultancy Services.
- 7.8 Final disbursement of faculty member's share of fee shall be made on submission of a formal report by the Consultant through the Convenor, IGNOU Consultancy Services to the Chairman that the consultancy work has been completed to the satisfaction of the client and all the money has been received from the client.
- 7.9 The Chairman might permit payment of advance, upto 25% of the total fee of the consultant subject to deduction of tax.
- 7.10 Any fee received for the work such as
- i) examinations, paper setting, evaluation, superintendence, invigilation, report writing, publications, occasional invited Lectures, conducting M.Phil./Ph.D. viva voce, etc; and
 - ii) meetings at outside organizations for selections, academic planning, research management, committee work etc.

will not be governed by the above Consultancy Rules.

All fee for such work will go directly to the Faculty/Academic concerned without any share going to the University. For absence from the University to undertake work listed under (i) and (ii) above, a faculty member/academic may avail leave of kind due with the approval of the competent authority.

8. TOTAL CHARGES:

The total consultancy charges shall be negotiated with the client in consultation with the IGNOU Consultancy Services. The total charges shall be remitted to IGNOU Consultancy Services before the commencement of the Consultancy. The fund will be managed by the F&A Division.

9. ACCOUNTING AND REPORTING SYSTEM:

- 9.1 A copy of the budget proposal (Form-2) and letter of agreement between the client and the faculty member should be sent to the Convenor, IGNOU Consultancy Services for approval by Chairperson, IGNOU Consultancy Services.
- 9.2 The Consultant shall furnish details to F&A Division for each item of expenditure outlined in the budget proposal. An official of F&A shall be assigned the responsibility to maintain Consultancy funds.
- 9.3 The office of Convenor, IGNOU Consultancy Services shall also keep an account of all disbursements of consultancy/project according to the procedures worked out in consultation with F&A Division.
- 9.4 A copy of all project reports should be submitted to the Chairman for his perusal.
- 9.5 In order that certain categories of organizations are not deprived of the services of the faculty for consultancy due to a financial incapacity inherent in the structure of their organization and that certain members of the faculty are not deprived of the experience of consultancy by virtue of their potential clientele being from such categories of organizations, the Chairman may in specific cases, waive in part or whole certain assistance and support charges which otherwise would be recovered by the University.

- 9.6 The deadline for the settlement of final accounts will be one month after the completion of the consultancy work as stipulated in the proposal.

10. RESPONSIBILITY:

- 10.1 The responsibility for execution and timely completion of the project will rest with the Consultant(s), who will keep the Convenor, IGNOU Consultancy Services informed of the progress of the project through periodical reports. Copy of all reports sent to the client will also be sent to the Convenor, IGNOU Consultancy Services, for record. IGNOU Consultancy Services will also monitor the progress and provide adequate help in Project/Consultancy Management through periodic liaisoning with the consultant and client, if necessary.
- 10.2 The IGNOU Consultancy Services will undertake to carry out the project as conditions allow, but will not accept any financial responsibility, should the work not lead to expected results.

11. PROJECT REPORT

- 11.1 In case of consultancy project spreading over a year or so, the Consultant shall send half yearly report showing item-wise budget, receipts and expenditure on the consultancy to the Convenor, IGNOU Consultancy Services.
- 11.2 The consultant concerned shall be responsible for expediting the acceptance of the report and the final settlement of dues, if any, from the client. The consultant shall intimate the Convenor, IGNOU Consultancy Services the formal closure of the project/consultancy.

12. RESULTS OF THE PROJECT:

The results of all the work done by the IGNOU Consultancy Services in connection with the project/consultancy, incorporated in written reports shall remain the property of the client. Results arrived at with little or no involvement on the part of the Client will be available free of charge for the Client's own use. However, the IGNOU Consultancy Services reserves the right to use such results in connection with the activities outside the scope of the project. Unless otherwise agreed, all reports will be sent to the Client in triplicate. The IGNOU Consultancy Services has the right to retain a copy.

13. APPOINTMENT OF STAFF:

The Consultant shall be administratively responsible for engaging the services of consultancy staff including experts/specialists and other supporting staff for the period of the consultancy. Such appointments will be purely temporary and will not, under any circumstances, concur any right on the incumbents to be taken on the permanent establishment of the University. The Consultants shall follow norms approved for engagement of experts/specialists and other temporary staff required for the consultancy which are as follows:

- a) The University may, through nation-wide advertisements, invite names of experts/specialists, etc. in various disciplines/areas and prepare panels from which suitable persons can be selected for appointment.
- b) Selection for appointment may be made by a Committee constituted by the Vice-Chancellor.
- c) Appointments may be made by the Consultant after obtaining the approval of the competent authority.
- d) Consultancy appointment(s) may generally be made on a consolidated payment, and not on fixed salary and allowances.
- e) Consultancy staff would not ordinarily be entitled to the privileges available to University employees, but they will be eligible to such social benefits like canteen facility, library etc.
- f) The staff appointed on daily wages shall be paid at the rates notified by the Govt. of India from time to time.

14. INSTRUMENTS/EQUIPMENT:

Instruments and/or equipment obtained in connection with the project and charged to the Client remain the property of the IGNOU Consultancy Services unless otherwise specifically agreed to by the parties.

15. TERMS OF PAYMENT:

The Clients will be normally required to deposit 25% of the charges for consultancy project before the start of work, through a crossed Bank Draft/Cheque (Bank draft in the case of private organizations and by Draft/Cheque for others). The Draft/Cheque will be drawn in favour of IGNOU Consultancy Services, New Delhi and sent to the Convenor, IGNOU Consultancy Services.

16. TERMINATION OF THE PROJECT:

The Client has the right to terminate the consultancy project, but shall be liable for all reasonable expenses incurred in connection with halting the work already in progress as per the agreed work programme. The IGNOU Consultancy Services will have the right to terminate the project with one month's notice except where otherwise agreed. The Client in this case will not be liable for any expenses incurred after the period of notice.

17. DISPTUES:

In the event of any dispute or difference between the parties, such dispute or differences shall be resolved amicably by mutual consultation. If such, resolution is not possible, then the unresolved dispute or difference shall be referred to an outside arbitrator to be nominated by the Chairman, IGNOU Consultancy Services for a reasoned award. The award of the arbitrator shall be binding on the parties to the dispute. All such disputes should be settled within the jurisdiction of Delhi.

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IMPORTANT GUIDELINES FOR IGNOU CONSULTANCY SERVICES

1. Proposal costing more than Rupees 5 lakhs will have to be approved by the Standing Committee. Proposals costing Rs.5 lakhs or less will be approved by the Chairman and put up for information of the Standing Committee.
2. After the proposal is approved, the agreement may be signed by (i) the Consultant (ii) Client's Representative and (iii) Representative, IGNOU Consultancy Services with suitable modifications as mutually agreed to, in the Form-I of the Consultancy Project Proposal. If the Client insists, the agreement may be prepared on judicial stamp papers of appropriate value. Alternatively, the agreement may also be entered into by exchange of letters between IGNOU Consultancy Services, faculty/consultant concerned and the Client.
3. Chairman, IGNOU Consultancy Services reserves the right to accept, modify or deviate from the prescribed norms of budget/operational aspects, taking into consideration the views of consultant(s)/client and specific needs of the assignment.
4. Form-I should be filled in only after the client has approved the budget estimates, preferably indicating the payment schedule. After approval by the Chairman the original documents will be retained by IGNOU Consultancy Services, duplicate will be returned to the faculty member concerned, and the triplicate copy will be sent to Finance & Accounts Division and the fourth copy will be returned to the Client.
5. Commencement and completion scheduled as well as the budget estimates should be adhered to. However, if substantial departures from the budget estimates take place, the faculty member concerned should inform the Convenor, IGNOU Consultancy Services.
6. Unless secretarial/clerical staff are exclusively required for a project, there is no need to give a separate estimate for that item in the budget. The expenditure in such cases will be borne out of the provision for overheads.

7. An overhead of 20% must be included in all project budgets upto Rs.5 lakhs and 15% overheads in the case of budgets over Rs.5 lakhs. Any deviation from this norm will require the prior approval of the Chairman.
8. Since consultancy fees may vary from time to time, and from project to project, those faculty members who are not certain of the prevailing rates may consult the Convenor, IGNOU Consultancy Services before preparing the budget estimate.
9. As a guideline, it is suggested that the client be asked to pay IGNOU Consultancy Services at least 25% of the cost of the project when it is approved. The balance may be received in one or two installments.
10. All cheques in connection with the project be made payable to the IGNOU Consultancy Services, New Delhi.
11. Accounts of consultancy project will be finally closed at the end of one month after the date of completion of project as planned by the faculty member concerned. If any exception needs to be made in this regard for valid reasons, consultant may seek Chairman's approval in advance.

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BUDGETARY GUIDELINES

The norms of payments given below are to be used only as guidelines in budgeting for the consultancies undertaken. In case the extent of work involved in developing curriculum/delivering the programme is distinctly different from the normal consultancy, the honorarium may differ from the usual norms. The actual budget will, however, be finalized by Standing Committee in consultation with the Consultant(s) before the issue of notification.

The amount to be charged to the client should inter-alia cover the following elements of cost:

- (i) Professional fee: Faculty time in number of days multiplied by the rate to be charged per day.
- (ii) Support staff (to be engaged specifically for the project on adhoc basis).
- (iii) Travel (TA/DA and local conveyance charges, etc. as the case may be).
- (iv) Data collection (survey, design, questionnaire, etc.
- (v) Use of computer and other facilities.
- (vi) Misc. (consumable items, photocopying, printing, binding, telephones, fax, etc.
- (vii) University's Overheads (20% of the total (i) through (vi) above).

Note-I: In other words all expenses required for undertaking the assignment, such as support staff, if any, to be engaged specifically for the project on adhoc basis. TA/DA and other allowances, data collection, use of computer and other facilities, local conveyance, consumable items, photocopying, printing, binding, telephones, faxes, etc. are to be budgeted and charged to the client.

Note-II: Any engagement of the support staff (item ii) above shall be on adhoc basis and on a consolidated fee, and should not exceed 80 days at a time.

Rates to be charged for faculty time, support staff and the University's overheads would be based on norms notified from time to time. The University shall charge a minimum professional fee

of Rs.5000/- per day and the maximum fee to be charged shall be left to the faculty concerned.

The client should normally be required to pay 50% of the total charges along with the consent of consultancy assignment.

FOR TRAINING PROGRAMMES:

The programme should be so budgeted that it brings no deficit and if such a situation arises, it will have to be made up out of honorarium budget head on completion of the Consultancy.

1. Honorarium for Programme Coordinator(s)*

Duration	Coordinator's Fee
1. Single Day	Rs.2000/-
2. 2 to 6 days	Rs.1500/- per day.
3. More than 6 days	Rs.10,000/- or more.

(depending on duration of the program)

2. Honorarium for Teaching Faculty*

a) Lecture/Tutorial	Rs.500/- to Rs.1000/- per lecture hour.
b) Visit to client's organization, sitting(s) with managerial staff for curriculum design, etc, if required.	Rs.1000/- each person involved.
c) Cost of transport to the Client's organization.	Usually to be borne by the client's organization if, not, as per actuals.

3. Honorarium for Non-teaching staff*

a) Secretarial Assistance	Rs.1000 to 2000 depending on course duration and quantum of work.
b) Helper/Group-D Assistant	Rs.500 to 1000 for the whole programme depending upon duration and efforts involved, (during preparation, operation till closing of accounts).
c) Misc. Payments	Rs.2000 to 3000 (at the

discretion of the Coordinator/Organizer.

4. **Cost of books/software/additional teaching aids etc.**
To be estimated per participant.

5. **Course Registration Material and Proceedings, if any.**

Cost of Word-processing, Laser Print, Transparencies, Photocopy, Cover and Binding of course-notes is to be estimated as per current rates. For costing, minimum number of copies of bound notes/proceedings may be taken as targeted number of participants+ number of teaching faculty+5 extra.

6. **Exhibition**

Tables, Chairs, lights, Connection boards, decorations, etc. If organizations want to display their machinery, equipment, publications, or brochure or demonstrate their product they may be charged on per day basis, which will be a revenue for the Course.

7. **Possible Sources of Income**

- a) Sponsorship/grant from a client or a group of clients.
- b) Souvenir publication (advertisements).
- c) Cost of brochure printing, lunch/dinner/tea/snacks borne by a Sponsor.
- d) Company stalls and exhibits.
- e) Pricing the published proceedings.
- f) Fees from participants from the organizations.
- g) Others (to be specified).

*

It is suggested that for initial budget estimations, lower figures for honorarium (i.e. minimum acceptable to the faculty) be taken. Honorarium can be enhanced in the cases of high income generating programmes on the recommendation of the Consultant and concurrence of Chairman, IGNOU Consultancy Services.

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CONSULTANCY PROJECT PROPOSAL

1. TITLE

2. NAME OF THE CONSULTANT(S)	DESIGNATION	DIVISION/ SCHOOL
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3. CLIENT:

3.1 Organization

3.2 Communication Address:

3.3 Contact Persons in the Organization:

3.4 Type of Organization:

3.5 Formal request from the Client, if any.

4. TOTAL CHARGES*:

Terms of Payment

*all remittance are to be made in favour of IGNOU Consultancy Services, New Delhi."

5. TERMS AND CONDITIONS:

5.1 Scope of Work:

5.2 Receivables from the Client:

5.3 Deliverables to the Client:

6. PROJECT DETAILS (Please enclose a project profile, if available)

7. EXPECTED TIME SCHEDULE

7.1 Duration (Weeks, months or year)

7.2 Starting Date:

Completion Date:

8. AGREEMENT BETWEEN CLIENT AND IGNOU CONSULTANCY SERVICES.

There will be an agreement with the client and IGNOU Consultancy Services subject to the standard Terms and Conditions unless specifically agreed to otherwise.

Name	Signature	Date
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Consultant-in-charge

IGNOU Consultancy
Services Representative.

Client Organization's
Representative.

Date of commencement shall be reckoned from the date of tendering of consultancy charges or any date following but not preceding it.

FOR USE IN OFFICE

1. PROJECT/CONSULTANCY NO.

2. Date of receipt of the final project proposal from consultant:
3. Date of submission to the client
4. Charges quoted to the client.
5. Charges agreed/accepted:
6. Date of acceptance by client:
7. Agreed time schedule:
8. Agreed Schedule of receipt of payment.

BUDGET

Fee

Professional fee to be charged: Rs.
Name (s) of Faculty, School/Division:
1. _____
2. _____
3. _____
No. of days: _____
Rate per day: _____
Total: _____

A. Expenditure

(a) Project staff:
Number: _____
Duration: _____
Ad-hoc fee p.m. _____
Total: _____

(b) Outside experts:
Number: _____
Duration: _____
Ad-hoc fee p.m. _____
Total: _____

2. Traveling expenses & DA, etc.
3. Local conveyance:
4. Data collection, designing questionnaire, etc.
5. Photocopying, Printing, Binding and Secretarial Services:

6. Communication (Telephone/fax etc.)
Use of computer and other facilities:
7. Any other facility (Please specify):
8. University's Overhead charges:
(15% to 20% of total of 1 to 7)

Signature

Date

Consultant

HOD

Convenor
IGNOU Consultancy Services

Chairman
IGNOU Consultancy Services