

KHULNA UNIVERSITY OF ENGINEERING & TECHNOLOGY

Functions, Rules and Regulations of Consultancy, Research and Testing Services (CRTS)

(Effective from 05/04/07, Approved by 19th meeting of Syndicate on 05/04/07)

1. Objectives

In order to achieve excellence in the field of Engineering and Technology for the benefit of the country the Consultancy, Research and Testing Services (CRTS) of the University will undertake research, testing and consultation works as entrusted to them by the Government, Semi-government, Autonomous bodies and Private parties. Some of the specific objectives are:

- 1.1 To stimulate engineering research in the University.
- 1.2 To put the equipment of the University for optimum utilization.
- 1.3 To develop close relations with other Universities/Institutions and Industries.
- 1.4 To render expertise knowledge for solving local & national problems.
- 1.5 To broaden and update professional capabilities of teachers and staff members through solving practical problems.
- 1.6 To provide expert services to the Government and other Organizations in the field of Engineering and Technology.
- 1.7 To allow the teachers to participate in the academic program of other Universities/Institutions.
- 1.8 To provide KUET laboratory facilities to other Universities/Institutions for taking practical classes of their students, if necessary.
- 1.9 To provide financial support for post-graduate studies and research.
- 1.10 To sponsor research programs on matters of consequence to the country.
- 1.11 To conduct training programs and short courses.

2. Formation of CRTS

The CRTS will be conducted by CRTS committee. The formation of the committee will be as follows:

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| 1. Vice-Chancellor | Chairman |
| 2. Chairman CRTS (CE) | Member |
| 3. Chairman CRTS (EE) | Member |
| 4. Chairman CRTS (ME) | Member |
| 5. Two Chairman CRTS from other contributing departments by rotation | Members |
| 6. Director (CRTS) | Member-Secretary |

The duration of Chairman CRTS of the respective department will normally be 2 (two) years and the qualification of Chairman, CRTS of the respective department will be the same as the qualification of the Head of the corresponding department.

3. Basic Principles

The CRTS will operate in accordance with the following principles:

- 3.1 The CRTS office will be headed by the Director (CRTS).
- 3.2 All work will be performed on the basis of written request.
- 3.3 The work will be accepted on the basis of the availability of expert teacher(s) and facilities in conducting the work.
- 3.4 Training and short courses are to be arranged through the Director (CRTS).
- 3.5 Teacher(s) selected by the concerned Head of the Department or his representative (called Chairman CRTS) will conduct the work.
- 3.6 Staff members doing work in the CRTS will receive monetary reimbursement commensurate with their effort.
- 3.7 The teaching activities and research of the University will be the primary objective. The Director (CRTS) and concerned Departmental Head or his representative will be responsible for the proper allocation of work assignments, so that the normal teaching activities and research work does not suffer.

4. Functional Procedure

The procedure for selecting and carrying out a work will be as follows:

- 4.1 A party who desires to have solved a problem related to the field of Engineering and Technology at this University will apply to the Director (CRTS).
- 4.2 The work will be referred by the Director (CRTS) to the department in compliance with the nature of the job from which the work comes.
- 4.3 If the Head or his representative of the concern department of the University approves the application; a suitable person or persons will be selected by the Head or his representative to produce a plan of the work, including time and cost estimates. The applicant will be required to pay a fee for this service as laid down in the schedule of fees prepared by the concerned department.
- 4.4 If the applicant decides to have the research, testing or consultation work carried out in accordance with the proposal, which has been submitted to him, a contract to that effect may be executed (if necessary) between him and the University.
- 4.5 The designated teacher(s) and staff(s) will carry out the work with the assistance of others as necessary and approved by the concerned departmental Head or his representative.
- 4.6 The Head or his representative will maintain the proper records of the time devoted by the teacher(s) and staff(s), time involved by the machine and the materials used on the project.
- 4.7 Reports on progress or completion of the work will be made as designated in the agreement.

5. Schedule of Fees

- 5.1 The rates of payment of fees by an outside party for services through CRTS shall be estimated by the concerned Department(s), on the basis of the nature of the work involved. Generally, at the time of agreement there shall be a deposit amounting to 50% of the estimated fees for consultation work and 100% for testing services of which 10% is non-refundable. In case of cancellation of the work a refund may be given after deducting the cost of materials and time spent by the concerned personnel.
- 5.2 The initial deposit shall be forfeited if the party does not pay the remaining fees for the services/consultation work as mentioned in the agreement on time. The time may be extended on request by the party up to a period not exceeding the contracted time for the accomplishment of the job from the date of the deposit.

6. Rules Regarding Operation of CRTS

- 6.1 The functioning of CRTS shall be supervised by the Director (CRTS) of this University, who shall operate an account in a bank located at the University Campus.
- 6.2 The payment schedule of the shares of the Services/Project/Consultation fees payable shall be as follows:
 - 6.2.1 **Testing**
25% of the contracted amount of fees shall be paid to the University and 75% shall be paid to the concerned Department(s).
 - 6.2.2 **Consultancy**
15% of the contracted amount of fees shall be paid to the University and 85% shall be paid to the concerned Department(s).
 - 6.2.3 **Expertise Knowledge**
5% of the remuneration shall be paid to the University and 95% shall be paid to the concerned personnel.
 - 6.2.4 **Combined Test and Consultancy**
Depending on the nature of the work, consultancy and testing portion will be decided by a committee comprising the Head, Chairman CRTS and three senior most teachers of the concerned department. From consultancy portion, 15% of the net income and from testing portion 25% of the net income shall be paid to the University and the rest amount will be paid to the respective Department. The above committee will calculate the net income.
 - 6.2.5 **Software Development**
15% of the remuneration charged for the development of software or similar works will be paid to the University and 85% will be paid to the Department.

6.2.6 **Training**

- (i) 25% of the net income (after deducting the remuneration, T.A./D.A., etc. of invited trainer from outside the University from contracted fees) where all facilities of the University have been used, shall be paid to the University and 75% shall be paid to the Department who carry out the work/program.
- (ii) If the training is conducted outside the University 10% of the net income shall have to be deposited to the University.

6.2.7 **Project**

The Project work should generally be conducted in this University. Research project obtained from outside sources will also come under the jurisdiction of CRTS. Project details showing conditions of agreement and components of all expenditure have to be submitted to the Director (CRTS) before submission of the project. In case of projects, other than GOB funding, 2.5% of the total project cost of KUET portion is to be given to the CRTS as service charge. If there is a provision of salary/remuneration of Principal Investigator/Project coordinator/any other employee of this University, 10% of the salary/remuneration is to be given to the CRTS. Maximum one third of time may be consumed for project work. Project work may be conducted on full time basis taking leave from this University. Logistic supports (e.g. space, electricity, library, computational facility) to be provided by the University. Which should be clearly spelled out at the time of submitting the proposal for the project. Project money obtained will be deposited in an account jointly operated by the Project Coordinators/Principal Investigator and Comptroller of KUET. Components of project outcome should be such as to contribute towards the development of laboratory and library facilities of KUET. Any equipment, costly materials or accessories purchased from the project fund will be the property of the concerned department after completion of the project. The personnel employed in the project will not have any preference as such as a job in KUET.

6.2.8 **Part-Time Class**

Any teacher of KUET who will take classes in any other University/Institution/Organization shall have to deposit 5% of his remuneration to the University.

6.2.9 **Sessional Class**

Any public or private University/Institution who will use the laboratories of KUET for practical classes of their students will pay to the personnel and university at the rates as decided by the CRTS committee.

- 6.3 The share of the Department will be given on request of respective Head of the Department(s).
- 6.4 The share of the University will be deposited to the University's account every three months.
- 6.5 The Comptroller shall maintain the University's income earned through the CRTS in a separate account.
- 6.6 The Director (CRTS) will submit a statement of the teachers' income through CRTS to the Comptroller for calculation of the individuals' taxes.

7. Utilization of CRTS fund

- 7.1 The CRTS fund shall be utilized for the following purposes:
 - (i) for the development of academic facilities.
 - (ii) to provide research grants for projects proposed by teachers.
 - (iii) to arrange training programs for faculty members.
 - (iv) to provide funds for faculty members to attend conferences.
 - (v) to provide scholarship for postgraduate students.
 - (vi) to provide funds for the development of University Schools/Colleges.
- 7.2 The Director (Research and Extension) will frame rules and regulations for allocation of money for the above purposes.
- 7.3 Besides funding the above activities the VC may use the fund in consultation with Director (CRTS) on recommendation of Finance Committee to meet certain crisis as he may deem fits for the sake of the University.