Office of the Registrar  
(Councils Section)  
Aligarh Muslim University  
Aligarh.  

April 16, 2019

Office Memo

The Executive Council under Item No. 7 at its ordinary meeting held on 14.03.2019 considered the amendments/additions in Clause 7.1 of the Rules for Research Projects and Consultancy which was notified vide Office Memo D. No. (C)/3059 dated 08.08.2016 and approved the same for implementation in the University with amendment to replace the word “Service Tax” with “GST”.

The aforesaid amendments/additions have been incorporated in the Rules for Research Projects and Consultancy. A copy of the modified Rules for Research Projects and Consultancy is enclosed herewith. These rules supersede Consultancy Rules issued earlier vide Office Memo D. No. (C)/3059 dated 8.8.2016 and will come into being with immediate effect.

Enclosure: As above.

(Dr. Nazim Husain Jafri)  
Joint Registrar  
(Councils)

D.No. (C)/1416

Copy forwarded to the following for information and necessary action :-

1. Deans of Faculties/Dean, Students’ Welfare,
2. Finance Officer,
3. Chairmen of the Departments of Studies/Heads of Offices,
4. Principals of Colleges/Polytechnics,
5. Directors/Coordinators of the Institutes/Centres/Units/UGC Human Resource Development Centre,
6. University Engineer (Building Department) along with file (02 covers),
7. Acting Librarian, M.A. Library/Proctor/O.S.D. (Development),
8. Provosts of Halls of Residence including N.R.S.C.,
9. Joint Registrars/Joint Finance Officers/Joint Controller,
10. Deputy Registrars/Deputy Finance Officers/Deputy Controllers/Internal Audit Officer,
11. Assistant Registrar (Vice-Chancellor’s Secretariat)/ (Pro-Vice-Chancellor’s Secretariat),
12. Assistant Registrars/Assistant Finance Officers/Assistant Controllers,
13. Member-In-Charge, Public Relations Office,
14. P.S. to Registrar/Finance Officer /Controller of Examinations,
15. Section Officer (Records), Registrar’s Office,
CONSULTANCY RULES

Rules, Guidelines & Related Information

Aligarh Muslim University
Aligarh

These rules supersede Consultancy rules issued earlier vide Office Memo D. No. (C)/3059, dated 08.8.2016 and will come into being with immediate effect.
CONSULTANCY RULES

1. PREAMBLE

In the backdrop of changing economic scenario, government policies and University priorities, the sponsored consultancy works are important means for extending benefit of scientific research work performed at the University to the sponsoring agencies. This will enhance the experience base of the University community in addition to contribution to the country’s intellectual and economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake consultancy work in collaboration with outside agencies. Appropriate consultancy benefit the concerned faculty members and the University in several ways in addition to much needed resource generation. Consultancy works enriches the professional experience and knowledge of faculty members and thus make them better educators. Consultancy also provides firsthand knowledge of the current problems of society and the emerging areas which are very helpful in tuning the curriculum to the national needs. The students also get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff and students.

2. DEFINITIONS: All definitions other than defined below are as per AMU Act 1981, statutes, ordinances, and regulations under the act if any applicable;

2.1 Central Committee for Consultancy Projects (CCCP) means University’s Central Committee for Consultancy Projects

2.2 Project implies consultancy/routine testing projects

2.3 Consultancy means consultancy assignment/job given by outside agency to a teacher/scientist/engineer of the University for Work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Chairman of the Department or Vice-Chancellor, Pro Vice-Chancellor, or Dean(s), Principal(s), Director or Registrar which may be taken up as a Consultancy work.

(a) Individual Consultancy Specialized Works with/without use of lab facilities

All Consultancy works which are non Departmental Consultancy Projects will be treated as Individual Consultancy work (Design/Inspection/Third party inspection/Vetting/Checking/Value Engineering). Any Project addressed to an individual except routine testing is individual Consultancy Project.

(b) Departmental Consultancy Specialized Projects with/without use of lab facilities

A consultancy work referred to the Chairman or a functionary of the University may be taken up as a Departmental or individual Consultancy Project. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of that faculty member. Normally, Consultancy Projects involving multi-disciplinary/inter departmental inputs or requiring use of large facilities, likewise projects which were
expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects. The PIs in departmental projects will also be appointed by PMC on seniority, field of specialization and funds on equitable distribution basis. A Departmental Consultancy Project will have one or more investigators or more as per requirement as decided by PMC.

All routine Testings/Field work in the Departments shall be undertaken only as departmental consultancy.

(c) Routine Testing project implies those testing works where the rates are fixed by the PMC of the department. The concerned Chairman of the Department in consultation with PMC will appoint PI on equitable basis among the willing faculty members of the concerned specialization of the department of minimum 5 years permanent service or more.

2.4 Sponsor/Client means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.

2.5 Principal Investigator (P.I.) is a member of the faculty/scientist/engineer of the University with necessary expertise and competence to conduct consultancy work. Normally, the faculty/scientist/engineer who submits the project proposal, negotiates with the client, and is instrumental in getting the project funding is the Principal Investigator (PI).

2.6 Co-Principal Investigator (Co-PI) means a person from amongst the faculty/scientist/engineer (including Emeritus Fellow, teacher on a specialised chair, visiting professor) co-opted by the Chairman/Principal Investigator to work jointly with him/her on the project or any other Group ‘A’ staff so permitted by the Chairman.

2.7 Consultant: Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.

2.8 Project Staff means a person appointed in conformity with the guidelines to work on a project.

2.9 University Consultancy Fund (UF) means a part of the Institutional share received from consultancy project credited to a separate fund operated by FO under the overall supervision of the Executive Council.

2.10 Departmental Fund (DF) means a fund of the Department to which a part of the consultancy project overhead charges/share from consultancy Projects are transferred.

2.11 Project Monitoring Committee: Project Monitoring Committee (PMC) means the Departmental Committee to monitor the Consultancy projects, however for large projects with contracted amount of more than Rs. 100 lacs it will be through CCCP.

2.18 2.19 3. GENERAL

3. All funds in connection with Projects shall be received in the name of the “FO, AMU Aligarh” by cheque, draft or internet banking transfer. The account of Projects/UF/DF shall be maintained
expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects. The PIs in departmental projects will also be appointed by PMC on seniority, field of specialization and funds on equitable distribution basis. A Departmental Consultancy Project will have one or more investigators or more as per requirement as decided by PMC.

All routine Testings/Field work in the Departments shall be undertaken only as departmental consultancy.

(c) Routine Testing project implies those testing works where the rates are fixed by the PMC of the department. The concerned Chairman of the Department in consultation with PMC will appoint PI on equitable basis among the willing faculty members of the concerned specialization of the department of minimum 5 years permanent service or more.

2.4 Sponsor/Client means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.

2.5 Principal Investigator (P.I.) is a member of the faculty/scientist/engineer of the University with necessary expertise and competence to conduct consultancy work. Normally, the faculty/scientist/engineer who submits the project proposal, negotiates with the client, and is instrumental in getting the project funding is the Principal Investigator (PI).

2.6 Co-Principal Investigator (Co-PI) means a person from amongst the faculty/scientist/engineer (including Emeritus Fellow, teacher on a specialised chair, visiting professor) co-opted by the Chairman/Principal Investigator to work jointly with him/her on the project or any other Group ‘A’ staff so permitted by the Chairman.

2.7 Consultant: Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.

2.8 Project Staff means a person appointed in conformity with the guidelines to work on a project.

2.9 University Consultancy Fund (UF) means a part of the Institutional share received from consultancy project credited to a separate fund operated by FO under the overall supervision of the Executive Council.

2.10 Departmental Fund (DF) means a fund of the Department to which a part of the consultancy project overhead charges/share from consultancy Projects are transferred.

2.11 Project Monitoring Committee: Project Monitoring Committee (PMC) means the Departmental Committee to monitor the Consultancy projects, however for large projects with contracted amount of more than Rs. 100 lacs it will be through CCCP.

2.18 2.19 3. GENERAL

3. All funds in connection with Projects shall be received in the name of the “FO, AMU Aligarh” by cheque, draft or internet banking transfer. The account of Projects/UF/DF shall be maintained
by Finance Office and controlled by Executive Council as per University norms. No funds shall be received in any other account and in cash or in Bank instrument.

3.2 The time spent by a faculty/scientist/engineer on Consultancy Project may not exceed one day per working week plus one day during weekend, thus a total of 104 man-days during the calendar year as far as possible.

3.3 Consultancy project from any client can be taken up as per University rules. For consultation work involving only site visit or personal discussion a minimum amount of Rs.5,000/- per man-day for faculty/scientist/engineer/ Gp A staff and Rs.500/- per man-day for technical/ non-academic staff may be charged, however travel, lodging and boarding shall be paid by the agency on actual basis.

3.4 University staff may be granted project duty leave up to 15 days during a calendar year for work related to consultancy Projects, in addition to the duty leave/special casual leave available as per University norms. Provided further that such leaves shall be avoided during examinations, entrance tests and other such programmers and activities as far as possible.

3.5 Report(s) and data collected/ originated out of project are the joint Intellectual Property of the client and the investigators which can be used by the client for its own use only and cannot be disclosed to a third party without prior consent of the client and the Principal Investigator.

3.6 The Intellectual Property Right (IPR) policy of the University shall be applicable in general; however, if there is a condition in MoU signed between the client and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.

The report of the consultancy projects shall be kept by PI and Chairman of the Department each for a period as per GOI rules from the date of closure of the project and for routine testing from the date of issue of report.

3.7 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Vice-Chancellor may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the client do not suffer.

3.8 All purchases including DF shall be made as per University rules except travel under consultancy project. However, all purchases shall be through the departmental purchase committee; provided further that PI and Co-PI shall be invited as special invitees on items related to consultancy projects.

3.9 Teachers/scientist/engineer may accept honorary membership of board of Directors of companies with the condition that there will not be any direct involvement of the faculty in
concerned industry/company and such membership in the respective expertise is limited to live membership.

4. COMPOSITION OF COMMITTEES

4.1 Consultancy Project Monitoring Committee For departmental project allocation and routine monitoring of project there shall be a Departmental Project Monitoring Committee (PMC) of the following:

(1) Chairman of the concerned Department

(2) One Senior most Professor of the Department (in case of multispecialty department; one senior most each specialty.)

One Senior Professor of the Department as nominee of Chairman of the concerned Department. Nominee of Chairman of the concerned Department/Incharge Section in case of Polytechnic shall be the Member Secretary of the PMC.

(3) Two Senior Assoc. Professor of the Department- Members

(Three Senior Assoc. Professor in case there is no Professors)

(4) One Senior Asstt. Professor of the Department- Member

(5) Two Co-opted members appointed by the Chairman, if required.

4.2 Central Committee for Consultancy Projects For overall all supervision and monitoring of consultancy by the University departments/Centres and of large projects (Rs. 100 lacs or more or specialized or inter departmental or inter disciplinary) the Central Committee for Consultancy Projects (CCCP) with the following composition shall distribute, review and assess the progress of the periodically and status of consultancy of departments (at least once in a quarter year or whenever required) for equitable distribution and timely completion of the large projects. The committee may also advise Principal Investigator in any other matter on the project.

(1) Vice-Chancellor - Chairman

(2) Pro Vice-Chancellor

(3) Dean(s) of the Faculty

(4) Chairman(s) of the concerned Department or nominee

(5) Member Secretary (s) of the PMC of the concerned Department(s)

(6) Concerned Principal Investigators in case of specialized/personal project(s)

(7) One expert from outside the University in relevant field, if required, or representative of sponsor/client, if required by sponsor/client.

(8) Finance Officer

(9) Co-opted member appointed by the Vice-Chancellor, if required.
All the reports and accounts shall be maintained by Dean of the concerned faculty as Member Secretary.

5. Manpower

5.1 Consultancy Project staff

5.1.1 The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications, and experience requirements and consolidated fellowship/emoluments as per University/Funding agency rules. The Project staff shall work for fulfilling the objectives of the project.

5.1.2 Open selections will be held for all project positions on walk in interview basis.

5.1.3 Appointments on all project positions drawing emolument shall be on a written contract only for the duration of the project.

5.1.4 Appointment of project staff on ad-hoc basis against a project position can be considered by Vice-Chancellor/Pro Vice-Chancellor on the recommendation of the PI for a period not exceeding 89 days.

5.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Vice-Chancellor/Pro Vice-Chancellor on the recommendation of respective PIs.

5.1.6 The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.

5.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of emoluments of a project staff may be considered by the Vice-Chancellor/Pro Vice-Chancellor.

5.1.8 A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, or University by giving one month’s notice or one month’s consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Vice-Chancellor/Pro Vice-Chancellor and Registrar will retain the original contract agreement.

5.2 Student Assistants

The PI may engage University Students out of expenditure head (who may or may not be getting fellowship/ assistantship) as student assistants for the project work subject to a maximum of 5% of net contracted value out of PI/Co-PI’s share.

5.3 Consultants

The PI may, with the prior approval of Vice-Chancellor/Pro Vice-Chancellor may avail the services of individuals not in the University service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 15% of the total contracted amount in consultancy project, payable out of Department Fund.
6. Travel

6.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person’s pay scale. Expenses on local travel by taxi will be reimbursed against receipt as per actual.

Approval for domestic travel out of expenditure head shall be accorded by PI including for self subject to leave approved by the competent authority. Faculty/Scientist/Engineer and Group-A Officer are allowed to travel by AC taxi.

Provided further that all air travel under Consultancy projects may be performed by any Airlines in economy class on low fare basis.

Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor/client has specified any condition(s) for travel under the project that shall be followed normally.

6.2 Approval of Vice-Chancellor/Pro Vice-Chancellor will be required for all international Air travels and any deviations from above.

6.3 Out of pocket expenses will be payable for the actual period of work at the work place on following rates as per the category of staff and will not be admissible for the journey period.

PI/Co-PI: Rs.1000/day or part of a day. Project staff and others: Rs.400/- per day or part of a day.

7. Finance and Accounts

7.1 Details of distribution of project fund shall be as below in Table below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Consultancy Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total money received</td>
<td>M</td>
</tr>
<tr>
<td>GST (T) §</td>
<td>14% of M</td>
</tr>
<tr>
<td>Total project expenditure# (E)</td>
<td>15% of (M-T)</td>
</tr>
<tr>
<td>Net contracted amount (N)</td>
<td>N = (M-E-T)</td>
</tr>
<tr>
<td>University share (U) £</td>
<td>25% of N</td>
</tr>
<tr>
<td>Department share (D)</td>
<td>15% of N</td>
</tr>
<tr>
<td>PI, Co-PI(s) share including student assistance and Contingencies/unforeseen expenditures (if required) £</td>
<td>52% of N</td>
</tr>
<tr>
<td>Chairman’s share</td>
<td>1% of N</td>
</tr>
<tr>
<td>Secretary PMC/Incharge* Section’s share</td>
<td>1% of N</td>
</tr>
<tr>
<td>Lab Incharge’s share</td>
<td>1% of N</td>
</tr>
</tbody>
</table>
Technical Staff/Admin/Other staff's share\(^6\)  

<table>
<thead>
<tr>
<th>Total</th>
<th>5% of N</th>
</tr>
</thead>
</table>

Technical Staff/Admin/Other staff's share to be distributed by the PMC on the recommendation of PI.

\(^5\) Any saving/ excess expenditure shall be from Department's share subject to PMC approval.

\(^6\) Share among PI and Co-PIs shall be distributed on the basis of (40%+20%+20%+20%) or (40%+30%+30%) or (60%+40%) in case of 4, 3 and 2 PI and Co-PI respectively on the basis of distribution. Whereas in case of more than 03(three) Co-PI's, the distribution among (PI, Co-PI's) shall be as (28%, 18%), (25%, 15%) and (22%, 13%) respectively for 4, 5 and 6 Co-PI's. In case of laboratory works, share of experts (i.e. 52% of N) shall be distributed equally among PI and Co-PI's. Student assistance if required shall be subject to the limit of 5% of Net contracted amount (N). In case there is no students' involvement or no unforeseen expenditure the entire amount shall go to PI and Co-PI (s)

\(^7\) In case of Polytechnics.

\(^8\) In case of no lab use the share shall go to the Department share (D)

\(^9\) @ saving shall go to Department's share

\(^{10}\) To be deposited in Corpus Fund Account of the University.

Note: All above distribution shall be subject to taxation rules and policies of Government of India implemented time to time.

7.1.1 For consultancy project with contracted amount of Rs. 25 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.

7.2 A separate account head shall be maintained for combined consultancy projects by Finance Office. Finance Officer shall be responsible for the submission of audited statement of accounts.

7.3 Accounts of all the expenditures shall be submitted to Finance & Accounts office of the University as per University rules. Expenditure in excess of 15% of total contracted amount shall be approved by the PMC in case of departmental project and CCCP in case of rest.

7.4 For all technical, ministerial and other staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year.

8. Utilization of Department Fund (DF)

DF fund can be utilized for the following purposes:

a. Development of Departmental Infra structure facilities like laboratory equipment, class rooms, committee/ conference rooms.

b. Repair, maintenance and A.M.C of equipment.

c. Repair and maintenance of office and lab

d. Seed money for holding conferences/ workshops and seminars etc.
Technical Staff/Admin/Other staff’s share®

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5% of N</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>100% of N</td>
</tr>
</tbody>
</table>

Technical Staff/Admin/Other staff’s share to be distributed by the PMC on the recommendation of PI.

$ No GST shall be deducted in case of inter departmental consultancy.

# Any saving/ excess expenditure shall be from Department’s share subject to PMC approval.

€ Share among PI and Co-PI’s shall be distributed on the basis of (40%+20%+20%+20%) or (40%+30%+30%) or (60%+40%) in case of 4, 3 and 2 PI and Co-PI respectively on the basis of distribution. Whereas in case of more than 03(three) Co-PI’s, the distribution among (PI, Co-PI’s) shall be as (28%, 18%), (25%, 15%) and (22%, 13%) respectively for 4, 5 and 6 Co-PI’s. In case of laboratory works, share of experts (i.e. 52% of N) shall be distributed equally among PI and Co-PI’s. Student assistance if required shall be subject to the limit of 5% of Net contracted amount (N).

In case there is no students’ involvement or no unforeseen expenditure the entire amount shall go to PI and Co-PI ($)

* In case of Polytechnics.

^ In case of no lab use the share shall go to the Department share (D)

@ saving shall go to Department’s share

^To be deposited in Corpus Fund Account of the University.

Note: All above distribution shall be subject to taxation rules and policies of Government of India implemented time to time.

7.1.1 For consultancy project with contracted amount of Rs. 25 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.

7.2 A separate account head shall be maintained for combined consultancy projects by Finance Office. Finance Officer shall be responsible for the submission of audited statement of accounts.

7.3 Accounts of all the expenditures shall be submitted to Finance & Accounts office of the University as per University rules. Expenditure in excess of 15% of total contracted amount shall be approved by the PMC in case of departmental project and CCCP in case of rest.

7.4 For all technical, ministerial and other staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year.

8. Utilization of Department Fund (DF)

DF fund can be utilized for the following purposes:

a. Development of Departmental Infra structure facilities like laboratory equipment, class rooms, committee/ conference rooms.

b. Repair, maintenance and A.M.C of equipment.

c. Repair and maintenance of office and lab

d. Seed money for holding conferences/ workshops and seminars etc.
e. Travel (domestic and abroad) and related expenditure for PI/Co-PI, student or outside expert

f. Exploratory visits.

g. Engagement of project staff.

h. Fee and related expenditure for acquiring training/qualification(s).

i. Membership fee of professional societies.

j. Books, journals related, stationary and computer consumables and any storage media.

k. Office peripherals, furniture for lab and offices, camera (all types), instrument, computer (all types) and peripherals.

l. Project correspondence, hospitality and miscellaneous expenditure.

m. Or any other purpose recommended by the PMC/CCCP.

The budget for utilizing DF may be recommended by the Project Monitoring Committee of the Department and approved by the Pro Vice-Chancellor. For any special requirements not covered above, a proposal may be sent by the PMC of the Department for consideration of the Pro Vice-Chancellor.

9. Admission of Project Staff to Academic Programmes.

9.1 A project staff is eligible to register for Ph.D. or Master’s Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

9.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/herself if University fellowship is not awarded.

9.3 The project staff admitted to Ph.D. / Master’s programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the project in which he/she is appointed.

10. SPONSOR’S/CLIENT’S SPECIFIC CONDITIONS

Specific conditions of sponsor/ client for designation(s), qualifications, and employment condition(s) for manpower and other expenditure related shall be followed.

11. EXCEPTION CLAUSE

These guidelines shall normally be applicable to all Consultancy Projects in the Faculties/Colleges/Departments/Centres/Institutes/Units/Offices/Maintained Institutions. However, any changes required which does not constitute policy change may be approved by Vice-Chancellor on the recommendations of Dean/Pro Vice-Chancellor.

12. CONSULTANCY PROJECT INITIATION AND MANAGEMENT
12.1 Each project will have a Principal Investigator (P.I.) who will be a faculty member/Scientist in the service of the University and who will be responsible for:

   i. Planning of the work to be done,
   ii. Co-ordination and execution of work,
   iii. Handling all communications with the client,
   iv. Writing of intermediate and final reports according to the consultancy nature,
   v. Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor/client, if required as per existing University rules.

12.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other scientist/engineer/Group ‘A’ employee so permitted by the Vice-Chancellor/Pro Vice-Chancellor can be co-opted as Investigator.

12.3 The PI will prepare consultancy project proposal in conformity with:

   i. Permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the University
   ii. Cost of the proposal in conformity with the rates approved by the PMC/CCCP as the case may be.
   iii. Other guidelines for Consultancy Projects, and
   iv. Rules, Regulations & Statutes of the University.

12.4 All consultancy project proposals shall be submitted to the client, through the concerned Chairman of the Department.

12.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.

12.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.

12.7 The PI shall maintain the details of equipment purchased out of consultancy project funds separately for each project and send a copy of the record to Finance Officer for placing the same before the Govt. for Audit, for verification or as and when required for any other purpose.

12.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the consultancy project work to the client as required.

12.9 The PI shall write to the PVC/FO for timely release of funds with a copy to the FO/Registrar/Dean/Pro Vice-Chancellor for follow up, if necessary.
12.10 The sponsor/client which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e. Chairman of the Department, Dean, Pro Vice-Chancellor or Vice-Chancellor).

When an individual is approached for the work, he/she will be normally the Principal Investigator (except routine testing). If the project is referred to a functionary, the Principal Investigator would be identified by the CCCP.

12.11 All proposals received, even directly from the client to the individual faculty/scientist/engineer shall be placed before the PMC/CCCP as the case may be, before final acceptance. The acceptance letter of a proposal shall only be sent to the client by the PMC/CCCP and not by any individual faculty/scientist/engineer.

12.12 Consultancy work may only be undertaken by the permanent faculty/scientist/engineer with not less than five years of regular service which will not include Guest /Part Time Services.

No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.

12.13 The retired faculty/scientist/engineer working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing consultancy projects, if the sponsors/clients do not have any objection.

12.14 If the PI leave the University, retires or proceeds on leave or not available for some reason, Pro Vice-Chancellor, on the recommendation of the P.I. (if he/she is available) appointing a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Vice-Chancellor/Pro Vice-Chancellor through Dean/Chairman. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice-Chancellor, if he/she continues to serve the University in some other capacity.

12.15 Normally the agreed charges of the consultancy project are to be deposited by the sponsor/client, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.

12.16 Completion / Closure of Project

Project file will be closed with the submission of final project report and final settlement of accounts etc.

i. A project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted. For the consultancy projects, which are not closed by the PI as expected, the finance office will
take action for project closure at the end of the financial year in which the stipulated date of completion falls. The unspent balance in such cases will be transferred to the Department after due notice to the PI and Chairman.

ii. All stock registers pertaining to projects will be deposited in the Departmental Office when the concerned projects are completed and closed.

13. BUDGETARY NORMS

13.1 Refer section 3.0 for Funds transfer by the client.

13.2 The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project.

i. Consumable materials.

ii. Permanent equipment to be procured / fabrication of equipment or models.

iii. Travel expenses in connection with the project work.

iv. The Principal Investigator may have to pay Computational or other charges to the University if not available with the PI or any other outside agency in the course of the execution of the work.

v. Charges to be paid for the use of specific equipment in the departments if not under the control of PI or central facilities.

vi. Contingency expenses to cover cost of supplies, preparation cf report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), internet, cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.

vii. Expenses for work to be carried out on payment basis, remuneration to student assistants.

viii. Insurance on equipment and manpower during travel.

ix. Any other costs considered appropriate.

The GST will be applicable as per government rules excluding inter departmental consultancy within University.

14. COLLABORATION WITH OUTSIDE ORGANIZATIONS

If collaboration with other Govt./Public Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.
15. LIABILITY
In case any legal dispute arises between the Investigator(s) and the client such that the Investigator(s) are in any way held responsible to make good the losses incurred by the client, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure / liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the clients. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the client inform the Investigator in writing to stop work on the project for ongoing projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the UF.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

16. DISAGREEMENTS / DISPUTES
16.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Vice-Chancellor / Pro Vice-Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

16.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the client(s)/sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.

16.3 All legal action will be subject to jurisdiction at Civil Courts at Aligarh/ High Court of Judicature at Allahabad.

17. ARBITRATION
In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by arbitrators appointed in accodance with the said Act. The arbitrators shall give reasoned and speaking award.

18. PUBLICATION OF RESULTS
PI will have the right to publish the work carried out by him/her unless the clients have an agreement under which there prior permission is required. In such cases the draft paper before publication will be submitted to clients and if no objections are raised within one month of the
submission of the proposal to publish the result, it will be assumed that the sponsors/clients have no objection to the publication.

19. FORMS

To ensure smooth administration & management of Projects, only the specified forms supplied by the University will be used by the PIs and others concerned.

20. SELECTION PROCEDURES FOR RECRUITMENT OF CONSULTANCY PROJECT STAFF

All selections, appointments, terminations and matters related shall conform to existing University rules amended from time to time.

21. REVIEW

These rules may be reviewed normally in three years (03) or with the pay revisions or as per requirements. Wherever an interim revision is required; certain limits which have been stipulated in terms of an absolute sum (and not in terms/ by way of percentages), this will be reviewed by the PMC and the recommendations as approved by the Vice-Chancellor will be reported to the Executive Council.

22. PROMULGATION

These rules supersede Consultancy rules issued earlier vide Office Memo D. No. (C)/3059, dated 08.8.2016 and will come into being with immediate effect.

All other Consultancy rules/arrangements existing prior to the promulgation of the said rules cease to exist.
Civil Engineering Department,
Z. H. College of Engineering & Technology
Aligarh Muslim University, Aligarh-202002 (U.P.)
Tel 0571-2700920 Ext-1980

Notice

A meeting of Departmental Project Monitoring Committee (PMC) for the Consultancy Work of Civil Engineering Department will be held on 15th March, 2017 at 12.30 PM in the Chamber of Chairperson of Civil Engineering Department, A.M.U., Aligarh.

All member of the PMC are requested to kindly make it convenient to attend the meeting.

(Prof. Mohammed Muzzammil)
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh

D.No./ /CED

Distributions:

1. Prof. M.M. Ashhar, Professor, Civil Engg. Deptt.
2. Prof. Sarfaraz Ali Ansari, Professor, Civil Engg. Deptt.
3. Prof. Mohammed Arif, Professor, Civil Engg. Deptt.
4. Prof. M. Masroor Alam, Professor, Civil Engg. Deptt.
5. Prof. Abdul Baqi, Professor, Civil Engg. Deptt.
6. Mr. S. Ashraf Ali, Associate Professor, Civil Engg. Deptt.
7. Dr. Mohd. Shamsuddin Jafri, Associate Professor, Civil Engg. Deptt.
8. Dr. Mohd. Shariq, Assistant Professor, Civil Engg. Deptt.

14/03/2017

Scanned by CamScanner
Civil Engineering Department,
Z. H. College of Engineering & Technology
Aligarh Muslim University, Aligarh-202002 (U.P.)
Tel 0571-2700920 Ext-1980

A meeting of Departmental Project Monitoring Committee (PMC) for the Consultancy Work of Civil Engineering Department earlier scheduled to be held on 15th March, 2017 at 12.30 PM, the time of the meeting has been re-scheduled and it will now be held at 2.00 PM (instead of 12.30 PM) in the Chamber of Chairperson of Civil Engineering Department, A.M.U., Aligarh.

All member of the PMC are requested to kindly make it convenient to attend the meeting.

**Agenda**

**Item No.1:**
To consider the work of the consultancy to be started and procedure to be adopted in the light of Revised Consultancy Rules as circulated by the University vics D.No. 3059 dated 8.8.2016 for smooth functioning of Department.

**Item No.2:**
To consider the following matters:

i. Criteria for distribution of Consultancy Works.

ii. Revised Rates of Testing and others field work after including the service tax charges.

iii. To discuss the criteria for distribution of 5% share to technical staff and other staff of the Department.

**Item No.3:**
To prepare budget for utilization the fund against departmental share for the session 2016-2017 and onwards.

**Item No.4:**
To consider the following matters:

i. To meet out the expenses for hospitality to the clients.

ii. To meet out the expenses for Stationery, maintenance of computer, printer and Xerox machines use in the consultancy work.

iii. To meet out the generator running expenses used in consultancy work.

iv. To meet out the expenses for the services hire for maintaining the accounts in accordance with Accounts Code of the University/General Financial Rules.

**Item No.5:**
Actions needed to implement the guidelines/order of the competent authority regarding previous backlogs.

**Item No.6:**
Any other item with the permission of the chairperson.

(Prof. Mohannad Muzzammi)
Chairperson

15/3/17

Scanned by CamScanner
Draft minutes of the meeting of PMC held on 15th March, 2017, at 7.00 Pm., in the Office of Chairperson, Deptt. of Civil Engg.

Before start of the meeting, the Member Secretary welcomed the members for attending meeting for the first time after implementation of new rules.

Item No. 1. Approved that the consultancy work shall be taken up w. e. f. 1.4.2017, as per rules. The procedure of distribution of consultancy works shall be decided consulting with faculty members.

Item No. 2. Decided that

(i) Any consultancy work shall be taken up only up to 20th day of every month so as to facilitate deposition of service tax in time.

(ii) New rates as suggested by different Lab. In-charges/ Section In-Charges approved with condition that Service Tax must be added in addition to test charges/ Transport charges/ any other charges.

(iii) In distribution of 5% share from consultancy charges, 1% shall be given Accountancy work/Admin. Staff, and remaining 4% shall be distributed Technical and other staff whosoever have been involved in the work.

Item No. 3 & 4. For Utilization of Departmental fund for session 2016-17, a budget attached is recommended and shall be submitted for final approval of Hon’ble Pr. Vice Chancellor.

Item No. 5. (i) Service tax is being calculated for all the payments wherever service tax applicable and the same shall be submitted to Finance office very shortly.

(ii) Members are of the opinion that a separate space be created in the Deptt. with necessary facilities, for smooth functioning of the consultancy work.

(Prof. M. Muzammil)

To all Members of PMC

Kindly approve the same or suggest if any deviation.

(Prof. M. Muzammil)

Approved

1. Prof. M. Muzammil
2. Prof. M. M. Alam
3. Prof. S. S. Ansari
4. Prof. M. S. Jafri
5. Dr. M. Shafi

Signatures
Comments by Prof. M. M. Ashhar & Dr. Ms. J.
dated 18.3.2017 regarding

Item No. 3 & 4.

The budget is finally approved by
the Vice Chancellor, shall be reported
be discussed in next meeting of AMC.

ii) The service tax has to be paid as per GSTR of India rules. However, the
source of service tax payment, if the
competent authority may take any decision
our request may be put before the
competent authority.

The draft minutes of the meeting
may be treated as final.

[Signature]

Chairperson
Civil Engg. Dept
A.M.U., Aligarh

Date:
20.3.17

MS- Secretary

Scanned by CamScanner
NOTICE

A meeting of Departmental Project Monitoring Committee (PMC) for the Consultancy Work of Civil Engineering Department will be held on 08.04.2017 at 12:30 p.m. in the Chamber of the undersigned.

All members of the PMC are requested to kindly make it convenient to attend the meeting.

Agenda

1. To discuss method of distribution of consultancy work (other than lab. works) among faculty members.

2. Any other item with permission of Chairperson

(Prof. Mohammad Muzzammil)
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh

Distribution:

1. Prof. M. M. Ashhar, Professor, Civil Engg. Department
2. Prof. Sarfaraz Ali Ansari, Professor, Civil Engg. Department
3. Prof. Mohammed Arif, Professor, Civil Engg. Deptt.
4. Prof. M. Masroor Alam, Professor, Civil Engg. Department
5. Prof. Abdul Baqi, Professor, Civil Engg. Department
6. Mr. S. Ashraf Ali, Associate Professor, Civil Engg. Department
7. Dr. Mohd. Shamsuddin Jafri, Associate Professor, Civil Engg. Department
8. Dr. Mohd. Shariq, Assistant Professor, Civil Engg. Department
Meeting of Departmental Project Monitoring Committee (PC) for the Cormelley Canal Irrigation Project will be held from 8/15/12 at 12:30 PM.

Present:

1. M. Muzzammel
2. M. Arif
3. M. M. Ashur
4. Ahmed Begi
5. Dra. A. Amin
6. Dr. S. Ahmed Ali
7. Mr. H. K. Zafir
8. Mohd. Shukri

Date 1/1
Page No.
DEPARTMENT OF CIVIL ENGINEERING  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH

D. No./001/CED  
Dated: 08.04.2017

MINUTES

of the Project Committee Meeting held on 08.04.2017 regarding distribution of consultancy work among the faculty members.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Mr. S. Asharaf Ali
6. Dr. M. S. Jafri
7. Dr. M. Shariq

Following matters were discussed and decisions were taken:

1. The following works will be considered as general work
   
   I. Third Party Inspection (TPI)
   II. Detailed Project Report
   III. Soil Testing
   IV. Survey etc.

2. The University work will be taken up on priority basis. All urgent works will be allotted by the Chairman to the suitable experts.

3. All faculty members are advised to form group(s) for consultancy work as per their own choice and submit the same to the undersigned within a week time.

4. The laboratory Work will be assigned to the Laboratory Incharges who will be responsible to distribute the work among the concerned faculty.
member of the Section with equaability of distribution and expertise. Section Incharges are advised to make groups at their own.

5. It is observed that sometimes the work is allotted/approved by the Vice-Chancellor directly. It may create problems to the department for allotment of such works for considering the equivalent distribution among the faculty members. The Chairperson was authorized to take up the matter with the Vice-Chancellor.

(Prof. Mohammad Muzzammil)
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh
Chairman CED / Sec. PMC

March 18, 2017

As regard to the draft minutes of the PMC held on 15th March 2017, we would like to submit our observations as follows:

Item No.2 (iii), Item No. 3&4 and Item 5:
It is essential that general consensus of the faculty members may be taken-up through a consultative meeting to address these two items. The budget/items to utilize departmental fund and its break-up should also be discussed in this meeting.

Moreover, the service tax on old payments may not be applied with new rules. However, the same can be given out of the interest earned during these years of holding the payements of the faculty / experts.

Kindly consider the above observations.

M. M. Ashutosh
18/03/2017
(Member PMC)

Comments are not feasible.
NOTICE

A meeting of Project Monitoring Committee of the Department will be held on June 5, 2017 at 1.00 p.m. in the office of the undersigned to discuss the recent issues related to the Consultancy works.

(Prof. Muhammad Muzzammil)
Chairperson
Department of Civil Engineering
Aligarh Muslim University
Aligarh - 202 002

MEMBERS OF THE CONSULTING COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Mohammed Muzzammil</td>
<td></td>
</tr>
<tr>
<td>Prof. M. M. Ashhar</td>
<td></td>
</tr>
<tr>
<td>Prof. Sarfaraz Ali Ansari</td>
<td></td>
</tr>
<tr>
<td>Prof. Mohammed Arif</td>
<td></td>
</tr>
<tr>
<td>Prof. M. Masroor Alam</td>
<td></td>
</tr>
<tr>
<td>Prof. Abdul Baqi</td>
<td></td>
</tr>
<tr>
<td>Mr. S. Ashraf Ali</td>
<td></td>
</tr>
<tr>
<td>Dr. Mohd. Shamsuddin Jafri</td>
<td></td>
</tr>
<tr>
<td>Dr. Mohd. Shariq</td>
<td></td>
</tr>
</tbody>
</table>

Phone: 0571-2709920 Extension 1981, 1961 Mobile: 9412878092
Email: chairperson.cv@amu.ac.in
Meet at 9.30 a.m. in the library

P.S.: Miss Johnson is ill - chair will be taken by Dr. Patel.
of the Project Monitoring Committee Meeting held on 05 06 2017 regarding distribution of consultancy work among the faculty members

Members present

1. Prof. Sarfaraz Ali Ansari
2. Prof. Mohammed Arif
3. Prof. Abdul Baqi
4. Prof. M. Masood Ali
5. Dr. M.E. Jaffer
6. Dr. M. Shafiq

Following matters were discussed and decisions were taken:

1. The groups received by faculty members within the section are accepted and those with members from different sections need to revise. Those who have not submitted their groups are requested to submit the same within one week.

2. The letters from clients for consultancy work marked to individual faculty members or to the chairman with kind attention to some faculty members shall be treated as if addressed to the Chairman only and the work will be allotted by the PMC to the group as per rules framed by the PMC.

3. The works which have already been accepted by some faculty members without a letter issued from the Chairman or PMC shall not be allowed unless and until an MoU already signed by the University on prescribed proforma is available.

M. Muzzammil
Chairperson
Civil Engg. Deptn
A.M.U., Aligarh
CIVIL ENGINEERING DEPARTMENT
Z H COLLEGE OF ENGINEERING & TECHNOLOGY
ALIGARI MUSLIM UNIVERSITY ALIGARH-202002 (U.P.)

D.No./1668/CED.


Notice

A meeting of Departmental Project Monitoring Committee (PMC) for the Consultancy Work of Civil Engineering Department will be held on (Monday) 3rd July, 2017 at 11.00 A.M. in the Chamber of Chairperson of Civil Engineering Department, A.M.U., Aligarh.

All members of the PMC are requested to kindly make it convenient to attend the meeting.

[Signature]
(Prof. Mohammad Muazzamul)
Chairperson

[Signature]
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh

Distributions:

1. Prof. M.M. Ashhar, Professor, Civil Engg. Deptt.
2. Prof. Sarfaraz Ali Ansari, Professor, Civil Engg. Deptt.
3. Prof. Mohammed Arif, Professor, Civil Engg. Deptt.
4. Prof. Abdul Baqi, Professor, Civil Engg. Deptt. (Member Secretary) PMC
5. Prof. M. Masroor Alam, Professor, Civil Engg. Deptt.
6. Mr. S. Ashraf Ali, Associate Professor, Civil Engg. Deptt.
7. Dr. Mohd. Shamsuddin Jafri, Associate Professor, Civil Engg. Deptt.
Meeting of the Project Monitoring Committee held on 3.7.2021 at 11:00 a.m. in the Chamber of the Chairperson, Civil Engineering Dept.

Members present

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M. Mozammel</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Sarwar Ahmad</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Mohammed Anif</td>
<td>Ar</td>
</tr>
<tr>
<td>4.</td>
<td>Ataullah</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>M. Masmor Alam</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>M. M. Hafiz</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>M. S. Safi</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Dr. S. Ashraf Ali</td>
<td></td>
</tr>
</tbody>
</table>

"To manifest the divinity is the right of everyone" - Sri Ramakrishna Paramahamsa
DEPARTMENT OF CIVIL ENGINEERING
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

D. No. /CED

MINUTES

of the Project Monitoring Committee Meeting held on 3rd July 2017 at 11:00 a.m. in the chamber of Chairperson, Civil Engineering Department.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Prof. Syed Ashraf Ali
7. Dr. M. S. Jafri

Following matters were discussed and decisions were taken:

1. Minutes of the last meeting held on 05.06.2017 were confirmed.

2. The groups as submitted by the faculty members are accepted by the Committee (copy enclosed). The consultancy work shall be allotted as per group numbers based on seniority of senior most member in a group.

3. All such cases where consultancy works have not been accepted by the Project Monitoring Committee or the Chairperson, Civil Engineering Department, the decision may be taken at the level of Vice-Chancellor/Executive Council. The Project Monitoring Committee is not in a position to take any action in such cases where the existing EC rules are being violated.
Meeting of Consultancy of Project Monitoring Committee held on 11/09/2017 at 2.30 pm of the following members:

1. Mr. Muhammad Yousaf
   Chairman

2. Dr. H. Farooq

3. Mr. M. Umar

4. Mr. Michael

5. Ms. Sarah

6. Mr. M. Masood

7. Mr. M. Zulfiqar
Chairman CED / Sec. PMC

March 18, 2017

As regard to the draft minutes of the PMC held on 15th March 2017, we would like to submit our observations as follows:

Item No.2 (iii), Item No. 3 & 4 and Item 5:
It is essential that general consensus of the faculty members may be taken-up through a consultative meeting to address these two items. The budget/items to utilize departmental fund and its break-up should also be discussed in this meeting.

Moreover, the service tax on old payments may not be applied with new rules. However, the same can be given out of the interest earned during these years of holding the payments of the faculty / experts.

Kindly consider the above observations.

M.M. Ashhar
18.03.2017
(Member PMC)

Comments are not renewable.

(M. M. ASHHAR)
(Member PMC)
Draft minutes of the meeting of PMC held on 15th March, 2017, at 1.00 Pm., in the Office of the Chairperson, Deptt. of Civil Engg.

Before start of the meeting, the Member Secretary welcomed the members for attending the meeting for the first time after implementation of new rules.

Item No.1. Approved that the consultancy work shall be taken up w. e. f. 1.4.2017, as per new rules. The procedure of distribution of consultancy works shall be decided after consulting with faculty members.

Item No. 2

Decided that

(i) Any consultancy work shall be taken up only up to 20th day of every month so as to facilitate deposition of service tax in time.

(ii) New rates as suggested by different Lab. In-charges/ Section In-Charges are approved with condition that Service Tax must be added in addition to testing charges/ Transport charges/ any other charges.

(iii) In distribution of 5% share from consultancy charges, 1% shall be given to Accountancy work/Admin. Staff, and remaining 4% shall be distributed to Technical and other staff whosoever have been involved in the work.

Item No. 3 & 4

For Utilization of Departmental fund for session 2016-17, a budget as attached is recommended and shall be submitted for final approval of Hon’ble Pro-Vice Chancellor.

Item No. 5

(i) Service tax is being calculated for all the payments wherever service tax is applicable and the same shall be submitted to Finance office very shortly.

(ii) Members are of the opinion that a separate space be created in the Deptt. with necessary facilities, for smooth functioning of the consultancy work.

(Prof. M. Muzzammil)

To all Members of PMC

Kindly approve the same or suggest if any deviation.

(Prof. M. Muzzammil)

Approved

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]

Signatures
DEPARTMENT OF CIVIL ENGINEERING
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

D. No./601/CED                                                                 Dated: 08.04.2017

MINUTES

of the Project Committee Meeting held on 08.04.2017 regarding distribution of consultancy work among the faculty members.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Mr. S. Asharaf Ali
6. Dr. M. S. Jafri
7. Dr. M. Shariq

Following matters were discussed and decisions were taken:

1. The following works will be considered as general work

   I. Third Party Inspection (TPI)
   II. Detailed Project Report
   III. Soil Testing
   IV. Survey etc.

2. The University work will be taken up on priority basis. All urgent works will be allotted by the Chairman to the suitable experts.

3. All faculty members are advised to form group(s) for consultancy work as per their own choice and submit the same to the undersigned within a week time.

4. The laboratory Work will be assigned to the Laboratory Incharges who will be responsible to distribute the work among the concerned faculty
member of the Section with equitability of distribution and expertise. Section Incharges are advised to make groups at their own.

5. It is observed that sometimes the work is allotted/approved by the Vice-Chancellor directly. It may create problems to the department for allotment of such works for considering the equivalent distribution among the faculty members. The Chairperson was authorized to take up the matter with the Vice-Chancellor.

(Prof. Mohammad Muzzammil)
Chairperson
Chairperson
Civil Engg. Dept.
A.M.U., Aligarh
No./5057/CEU

Dated: 05.06.2017


of the Project Monitoring Committee Meeting held on 05.06.2017 regarding distribution of consultancy work among the faculty members.

Members present

1. Prof. Sarfaraz Ali Ansari
2. Prof. Mohammed Ali
3. Prof. Abdul Bari
4. Prof. M. Masood Ali
5. Dr. M. Jafri
6. Dr. M. Shafique

Following matters were discussed and decisions were taken:

1. The groups received by faculty members within the section are accepted and those with members from different sections need to revise. Those who have not submitted their groups are requested to submit the same within one week time.

2. The letters from clients for consultancy work marked to individual faculty members, even to the chairman with kind attention, to some faculty members shall be treated as if addressed to the Chairman only and the work will be allotted to the PMC to the group as per rules framed by the PMC.

3. The works which have already been accepted by some faculty members without a letter from the Chairman or PMC shall not be allowed unless and until an MoU already signed by the University on prescribed proforma is available.

Chairman

Muhammad

Dept. Head

Civil Engg. Dept.

A.M.U. Aligarh
DEPARTMENT OF CIVIL ENGINEERING  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH.

D. No.  /CED  

Dated: 04.07.2017

MINUTES

of the Project Monitoring Committee Meeting held on 3rd July 2017 at 11:00 a.m. in the chamber of Chairperson, Civil Engineering Department.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Prof. Syed Ashraf Ali
7. Dr. M. S. Jafri

Following matters were discussed and decisions were taken:

1. Minutes of the last meeting held on 05.06.2017 were confirmed.

2. The groups as submitted by the faculty members are accepted by the Committee (copy enclosed). The consultancy work shall be allotted as per group numbers based on seniority of senior most member in a group.

3. All such cases where consultancy works have not been accepted by the Project Monitoring Committee or the Chairperson, Civil Engineering Department, the decision may be taken at the level of Vice-Chancellor/Executive Council. The Project Monitoring Committee is not in a position to take any action in such cases where the existing EC rules are being violated.
Draft Minutes of the Meeting of Departmental Project Monitoring Committee of Civil Engineering Department held on October 6th, 2017 in the Chamber of the Chairperson of Civil Engineering Department.

Present:
1. Prof. M. M. Ashchar
2. Prof. Sarfraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Mr. Syed Ashraf Ali
7. Dr. M. Shamsuddin Jafri
8. Dr. Mohd. Shariq
9. Prof. Mohammad Muzzammil  
   (Secretary PMC)

   (In Chair)

The members of the Department Project Monitoring Committee have been decided as under:

1. The expenditure amount of the work related to Lower Ganga Canal, Narora Division where sampling and field test is involved all along the length of the canal from Narora (Bulandshahar) to Firozabad, covering 88.858 km of canal length. This work shall entail minimum of fifteen field visits with expert, technical staff and labour to different locations, field tests, bore logs and collection of 50 samples. The DD amounting of Rs.5,48,700/- dated 25-08-17 has already been received from the Executive Engineer, Lower Ganga Canal, Narora Division.

   Hence, it was decided that being the special kind of work, the expenditure is increased from 15% to 35%, amounting to Rs.1,62,750/ as per Clause 7.3 of the Consultancy Rules, 2016.

2. The distribution of money amongst the Technical/Admin/Other Staff within 5% was also decided with following breakup:

   I. Technical / Lab Staff = 4%

   II. Admin/MTS Staff = 1%

   Within Admin/Other Staff
   i. S.O. (Accounts) = 0.4%
   ii. P.A. to Chairperson = 0.2%
   iii. Store Keeper = 0.1%
   iv. Typist = 0.1%
   v. Clerk = 0.1%
   vi. Receipt Dispatch Staff = 0.1%

   TOTAL = 1%

(Prof. Abdul Baqi)
Member Secretary, PMC

(Prof. Mohammad Muzzammil)
Chairperson
DEPARTMENT OF CIVIL ENGINEERING
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

D. No. /CED

Dated: 04.07.2017

MINUTES

of the Project Monitoring Committee Meeting held on 3rd July 2017 at 11:00 a.m. in the chamber of Chairperson, Civil Engineering Department.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Prof. Syed Ashraf Ali
7. Dr. M. S. Jafri

Following matters were discussed and decisions were taken:

1. Minutes of the last meeting held on 05.06.2017 were confirmed.

2. The groups as submitted by the faculty members are accepted by the Committee (copy enclosed). The consultancy work shall be allotted as per group numbers based on seniority of senior most member in a group.

3. All such cases where consultancy works have not been accepted by the Project Monitoring Committee or the Chairperson, Civil Engineering Department, the decision may be taken at the level of Vice-Chancellor/Executive Council. The Project Monitoring Committee is not in a position to take any action in such cases where the existing EC rules are being violated.
4. The distribution of 2% Departmental share as per old consultancy norms may be distributed among the non-teaching staff as under:

I. Mr. Mohd. Rais Khan, Section Officer (A/C) @ 0.75%

II. Mr. Syed Sulaiman Akhtar, Sr. P.A. @ 0.25%

III. Mr. Shadab Jameel & Mr. Wasi Ahmad @ 0.25%

IV. Ms. Shahina Hameed, Mr. Sameer Alam, @ 0.25%
    Mr. Shahroz Khan, Mr. Aslam Ali
    & Mr. Yaseen Khan

V. Departmental share for expenditure related @ 0.5%
    To consultancy work, meetings etc.

5. Item No. 05 is deferred.

The meeting came to an end with a vote of thanks.

(Prof. Abdul Baqi)
Member Secretary

(Prof. Mohammad Muzzammil)
Chairperson
Department of Civil Engineering
AMU, Aligarh

Draft Minutes

Dated: 09.10.2017

of the consultative meeting regarding consultancy work of Building Department was held on 07.10.2017 at 12.00 noon in the chamber of the Chairperson, Civil Engineering Department.

The following were present:
1. Prof. Mohammad Muzzammil (in chair)
2. Prof. Mohammed Arif
3. Prof. Shakeel Ahmad
4. Prof. Amjad Masood
5. Prof. Tabassum Naqvi
6. Prof. Hassan Irtaza
7. Prof. Sabih Akhtar
8. Prof. Iqbal Khaleel Khan
9. Prof. Rehan Ahmad Khan
10. Prof. Tazyeen Ahmad
11. Prof. Fareed Mahdi
12. Mr. S. Ashraf Ali
13. Dr. M.S. Jafri

Members discussed the matters related to consultancy work of the Building Department Sincerely and resolved to carry out the work with the following terms & conditions.

i. Full consultancy charge should be paid in advance.

ii. If the consultancy charge is less than Rs.15000/-, the work will not be taken by the Department.

iii. Minimum time required for design is 15 days after receiving the drawing in the Department.

iv. The previous pending consultancy charges should be cleared on priority.

v. Civil work related to quality control should also be assigned to the Civil Engineering Department.

(Prof. Mohammad Muzzammil)
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh
DEPARTMENT OF CIVIL ENGINEERING
AMU, ALIGARH

Dated: 14.10.2017

NOTICE

A consultative meeting of the following faculty members is scheduled to be held on 14.10.2017 at 12.30 pm in the chamber of the Chairperson in respect of third party inspection work of the consultancy. The acceptance has been sent to the concerned agency the deliberation in this regard is required to be sent to the agency.

All are requested to kindly make it convenient to attend the meeting.

1. Prof. Shakeel Ahmad (in chair)
2. Prof. M. Athar
3. Prof. Tabassum Naqvi
4. Prof. Mubeen Beg
5. Prof. Hassan Irtaza
6. Prof. Sabih Akhtar
7. Prof. Iqbal Khalil Khan
8. Prof. Talib Mansoor
9. Prof. Rehan A Khan
10. Prof. Fareed Mahdi
11. Mr. S. Ashraf Ali
12. Dr. M.S. Jafri

(Prof. Shakeel Ahmad)
Chairperson
Civil Engg. Dept.
A.M.U., Aligarh
Department of Civil Engineering
AMU, Aligarh

Dated: 14.03.2018

Minutes
of the Project Monitoring Committee meeting of the Department of Civil Engineering held
on 03.03.2018 at 12.15 pm in the office of the Chairperson, Department of Civil
Engineering.

The following were present:
1. Prof. Mohammad Muzzammil (in Chair)
2. Prof. M.M. Ashhar
3. Prof. Sair-Faraz Ali Ansari
4. Prof. Mohammed Arif
5. Prof. Abdul Baqi
6. Prof. M. Masroor Alam
7. Mr. S. Ashraf Ali
8. Dr. M.S. Jafri

It was decided that:

1. Prof. I. H. Farooqi and Prof. Shakeel Ahmad be asked to submit the documents as
   per details given below and provide point wise reply, in respect of their letter
   received in the office vide R. No. 71/CED dated 11-01-2018.

   a) The copies of the letters from client regarding the work and visits
   b) Details of the site visits where the work has been done or still going on from
      the start of the work till date
   c) Number of visits to various sites with date
   d) How much money has been received from client with details of Cheque / D.D.
      No. and dates
   e) The copies of consultancy report submitted to the client(s)
   f) Orders of the Chairman to undertake the said consultancy work.
   g) Whether the permission from the Chairman was obtained before undertaking
      these visits and proof thereon.

2. The members unanimously resolved that till the above issues related to works done
   by Prof. I. H. Farooqi and Prof. Shakeel Ahmad are resolved, they will not be
   involved in any consultancy assignment.

(Prof. Mohammad Muzzammil)
Chairperson
Department of Civil Engineering
AMU, Aligarh

Dated: 14.03.2018

Minutes

of the Project Monitoring Committee meeting of the Department of Civil Engineering held on 03.03.2018 at 12.15 pm in the office of the Chairperson, Department of Civil Engineering.

The following were present:
1. Prof. Mohammad Muzzammil (in Chair)
2. Prof. M.M. Ashhar
3. Prof. Sarfaraz Ali Ansari
4. Prof. Mohammed Arif
5. Prof. Abdul Baqi
6. Prof. M. Masroor Alain
7. Mr. S. Ashraf Ali
8. Dr. M.S. Jafri

It was decided that:

1. Prof. I. H. Farooqi and Prof. Shakeel Ahmad be asked to submit the documents as per details given below and provide point wise reply, in respect of their letter received in the office vide R. No. 71/CED dated 11-01-2018.

   a) The copies of the letters from client regarding the work and visits
   b) Details of the site visits where the work has been done or still going on from the start of the work till date
   c) Number of visits to various sites with date
   d) How much money has been received from client with details of Cheque / D.D. No. and dates
   e) The copies of consultancy report submitted to the client(s)
   f) Orders of the Chairman to undertake the said consultancy work.
   g) Whether the permission from the Chairman was obtained before undertaking these visits and proof thereon.

2. The members unanimously resolved that till the above issues related to works done by Prof. I. H. Farooqi and Prof. Shakeel Ahmad are resolved, they will not be involved in any consultancy assignment.

(Prof. Mohammad Muzzammil)
Chairperson
DEPARTMENT OF CIVIL ENGINEERING
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

D. No. /CED

Dated: 04.07.2017

M I N U T E S

of the Project Monitoring Committee Meeting held on 3\textsuperscript{rd} July 2017 at 11:00 a.m. in the chamber of Chairperson, Civil Engineering Department.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Prof. Syed Ashraf Ali
7. Dr. M. S. Jafri

Following matters were discussed and decisions were taken:

1. Minutes of the last meeting held on 05.06.2017 were confirmed.

2. The groups as submitted by the faculty members are accepted by the Committee (copy enclosed). The consultancy work shall be allotted as per group numbers based on seniority of senior most member in a group.

3. All such cases where consultancy works have not been accepted by the Project Monitoring Committee or the Chairperson, Civil Engineering Department, the decision may be taken at the level of Vice-Chancellor/Executive Council. The Project Monitoring Committee is not in a position to take any action in such cases where the existing EC rules are being violated.
4. The distribution of 2% Departmental share as per old consultancy rules may be distributed among the non-teaching staff as under:

I. Mr. Mohd. Rais Khan, Section Officer (A/C) @ 0.75%

II. Mr. Syed Sulaiman Akhtar, Sr. P.A. @ 0.15%

III. Mr. Shadab Jameel & Mr. Wasi Ahmad @ 0.25%

IV. Ms. Shahina Hameed, Mr. Sameer Alam, Mr. Shahroz Khan, Mr. Aslam Ali & Mr. Yaseen Khan @ 0.25%

V. Departmental share for expenditure related to consultancy work, meetings etc. @ 0.5%

5. Item No. 05 is deferred.

The meeting came to an end with a vote of thanks.

(Prof. Abdul Baqi)
Member Secretary

(Prof. Mohammad Muzzammil)
Chairperson
The University issued orders for stopping the consultancy work in the Department on 1st
2014 and ensured that no continuing works are allowed to be undertaken. The transaction
the bank accounts for the consultancy works which were being operated by the Chairman
then, were also stopped.

In the meantime new consultancy rules were framed. The whole process was modified to ensure
proper tax collection and greater transparency. The Steering Committee was replaced by Pr
Monitoring Committee. The process of Cheque/D.D. collection from the client was changed.
New clauses for Service Tax/GST were introduced and the entire distribution scheme
changed.

Prof. I. H. Farooqi asserted that the University has never stopped the old works and only new works were stopped. He also proclaimed that the PMC has no role to play in monitoring of works allotted by the earlier Chairman and undertaken by him during the period the Consultancy work was stopped by the University.
He was informed that since the works are being taken up now, PMC is the committee authorized by Executive Council to monitor it. Further, if the works are found to be in order, all the reports will have to be routed through the present office incumbents only, hence the approval of PMC is a must.

The members of PMC (except Prof. Farooqi) were of the view that PMC has every right to know what consultancy works are being done by any faculty member of the Department. PMC is meant for monitoring all the consultancy works being done in this Deptt.

Prof. I. H. Farooqi also expressed his feelings of descent over the decision of committee not to allot any new consultancy works to above said faculty till the above issue is resolved. He informed the members that PMC has unanimously taken this decision to ensure that reports are submitted by I.H. Farooqi & Prof. Shakeel Ahmad at the earliest.

The PMC members also emphasized that the decision of not allotting new works (till the issue is resolved) in its earlier meeting is not any penalty imposed but this decision was taken considering equitable distribution of works as per the consultancy rules. Till such time it is known, how much work is being done by any faculty member (some of the works are undisclosed), the distribution of new works is difficult.

The members also expressed their feelings that no faculty member of the Department undertake any consultancy work without prior permission of PMC. The PMC also decided no member will undertake any site visit without the information/permission of the Chairman.

It was decided that Prof. I. H. Farooqi and Prof. Shakeel Ahmad be given one more opportunity to submit all such details as asked by the PMC in its meeting held on March 3rd, 2018, as soon as possible. Otherwise, the matter shall be referred to higher authority for their apt decision. Till such time decision of the earlier meeting will continue to followed.
DEPARTMENT OF CIVIL ENGINEERING  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH.

D. No. /CED  

Dated: 25.04.2018

DRAFT MINUTES

of the Project Committee Meeting held on 18.04.2018 at 1:00 p.m. in the R & D Lab. of the department.

The following were present:

1. Prof. Mohammad Muzzammil (Chairman)
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. I. H. Farooqi
6. Mr. S. Ashraf Ali
7. Dr. M. S. Jafri
8. Dr. M. Shariq

At the outset the members appreciated the services rendered by the outgoing member Prof. M. M. Ashhar on his superannuation. The members also welcomed Prof. I. H. Farooqi, the new incoming member.

1. The minutes of the PMC meeting held on March 3rd, 2018 at 12:15 p.m. were confirmed.

2. The Chairman informed the members of PMC that Prof. I. H. Farooqi & Prof. Shakeel Ahmad have not submitted any concrete reply in response to the directives of the PMC held on March 3rd, 2018. The Chairman wanted the directives from the house for future course of action in the matter.

Prof. I. H. Farooqui stated the works in question were allotted to them by the then Chairmen Prof. Razaullah Khan in 2011 and Prof. M.M. Ashhar in 2013. He asserted that he will continue to work on these consultancy assignments since these were allotted to him.

All the members reminded him that in view of huge level malpractices being done, the University ordered a special audit of the Consultancy Work in the Department of Civil Engineering. On the basis of the findings of the Special Audit Report, an Inquiry Committee was constituted which submitted its report to the University.
Prof. I. H. Farooqi expressed his disagreement with this decision and informed the committee to submit his note of dissent which was allowed by the Chairman.

3. The Chairman informed the committee regarding letters for consultancy works (from some clients) addressed to Prof. Nadeem Khalil (letter from Director THI dated 9.4.2018) and to Prof. I. H. Farooqi & Prof. Shakeel Ahmad (letter from M/S Technocraft Contr. Pvt. Ltd dated 14.4.2018), to decide the allotment/or grant acceptance.

The committee decided that all such letters (from the clients addressed directly to the faculty members) be addressed to the Chairman of Civil Engineering Department. On the request of the clients to the Chairman of the Department, the PMC shall decide the allotment of the works to the experts of the relevant field available in the Department.

(Prof. Mohammad Murzammil)
Chairman

Distribution:

All the Members of PMC, Department of Civil Engineering, with the request to intimate the Chairman regarding any change, if required, in these minutes latest by 28.4.2018. If no comments are received, the above minutes shall be presumed as confirmed.
DEPARTMENT OF CIVIL ENGINEERING  
A.M.U., ALIGARH  
Dated: 25.04.2018  

MINUTES  

of the Project Monitoring Committee meeting held on 18.04.2018 at 1.00 PM in the R&D Lab of the Department.  

The following were present:  
1. Prof. Mohammad Muzzamil  
2. Prof. Sarfaraz Ali Ansari  
3. Prof. Mohammed Arif  
4. Prof. Abdul Baqi  
5. Prof. I.H. Farooqi  
6. Mr. S. Ashraf Ali  
7. Dr. M.S. Jafri  
8. Dr. M. Shariq  

(Chairman)  

At the outset the members appreciated the services rendered by the outgoing member Prof. M.M. Ashhar on his superannuation. The members also welcomed Prof. I.H. Farooqi, the new incoming member.  

1. The minutes of the PMC meeting held on March 3rd, 2018 at 12:15 pm were confirmed.  

2. The Chairman informed the members of PMC that Prof. I.H. Farooqi & Prof. Shakeel Ahmad have not submitted any concrete reply in response to the directives of the PMC held on March 3rd, 2018. The Chairman wanted the directives from the house for future course of action in the matter.  

Prof. I.H. Farooqi stated the works in question were allotted to them by the then Chairmen Prof. Razaullah Khan in 2011 and Prof. M.M. Ashhar in 2013. He asserted that they will continue to work on these consultancy assignments since these were allotted to them.  

All the members reminded him that in view of huge level malpractice being done, the University ordered a special audit of the Consultancy work in the Department of Civil Engineering. On the basis of the findings of the Special Audit Report, an Inquiry Committee was constituted which submitted its report to the University.  

The University issue order for stopping the consultancy work in the Department on 16-08-2014 and ensured that no continuing works are allowed to be undertaken. The transactions in the bank accounts for the consultancy work which were being operated by the Chairman by then were also stopped.  

In the meantime new Consultancy Rules were framed. The whole process was modified to ensure proper tax collection and greater transparency. The Steering Committee was replaced by the Project Monitoring Committee. The process of Cheque/DD collection from the client was changed. New clauses for services Tax/GST were introduced and the entire distribution scheme was changed.  

Prof. I.H. Farooqi asserted that the University has never stopped the old works and only the new works were stopped. He also proclaimed that the PMC has no role to play in the monitoring of works allotted by the earlier Chairman and undertaking by him during the period, the Consultancy works were stopped by the University.
He was informed that since the works are being taken up now, PMC is the committee authorized by Executive Council to monitor it. Further, if the works are found to be in order, all the bills will have to be routed through the present office incumbents only, hence the approval of the PMC is a must.

The members of PMC (except Prof. Farooqi) were of the view that PMC has every right to know what consultancy works are being done by any faculty member of the Department. The PMC is meant for monitoring all the consultancy works being done in this Department.

Prof. I.H. Farooqi also expressed his feelings of descent over the decision of committee not to allot any new Consultancy works to above said faculty till the above issue is resolved. He was informed by the members that PMC has unanimously taken this decision to ensure that replies are submitted by Prof. I.H. Farooqi & Prof. Shakeel Ahmad at the earliest.

The PMC members also emphasized that the decision of not allotting new works (till the issue is resolved) in its earlier meeting is not any penalty imposed. This decision was taken considering equitable distribution of works as per the Consultancy rules. Till such time it is not known that how much work is being done by any faculty member (some of the works are undisclosed), the distribution of new work considering equally is difficult.

The members also expressed their feelings that no faculty member of the Department will undertake any Consultancy work without prior permission of PMC. The PMC also decided that no member will undertake any site visit without the information/permission of the Chairman.

It was decided that Prof. I.H. Farooqi and Prof. Shakeel Ahmad be given one more opportunity to submit all such details as asked by the PMC in its meeting held on March 3rd, 2018, as soon as possible. Otherwise, the matter shall be referred to higher authorities for their apt decision. Till such time decision of the earlier meeting will continue to be followed.

Prof. I.H. Farooqi expressed his disagreement with this decision and informed the committee he would submit his note of dissent which was allowed by the Chairman. (Annexure-1)

The Chairman informed the committee regarding letters for Consultancy works (from some clients) addressed to Prof. Nadeem Khalil (letter from Director TII dated 09.04.2018) and Prof. I.H. Farooqi & Prof. Shakeel Ahmad (letter from M/s. Techno Craft Contr. Pvt. Ltd. Dated 14.04.2018), to decide the allotment/or grant acceptance.

The committee decided that all such letters (from the clients addressed directly to the faculty members) be addressed to the Chairman of Civil Engineering Department. On the request of the clients to the Chairman of the Department, the PMC shall decide the allotment of the works be to the experts of the relevant field available in the Department.

(Prof. Mohammad Muzzammil)
Chairman
Civil Engg. Deptt
A.M.U., Aligarh

Distribution:
All the Members of the PMC, Department of Civil Engineering, A.M.U., Aligarh.
M I N U T E S

of the Project Committee Meeting held on 08.04.2017 regarding distribution of consultancy work among the faculty members.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Mr. S. Asharaf Ali
6. Dr. M. S. Jafri
7. Dr. M. Shariq

Following matters were discussed and decisions were taken:

1. The following works will be considered as general work

   I. Third Party Inspection (TPI)
   II. Detailed Project Report
   III. Soil Testing
   IV. Survey etc.

2. The University work will be taken up on priority basis. All urgent works will be allotted by the Chairman to the suitable experts.

3. All faculty members are advised to form group(s) for consultancy work as per their own choice and submit the same to the undersigned within a week time.

4. The laboratory Work will be assigned to the Laboratory Incharges who will be responsible to distribute the work among the concerned faculty
member of the Section with equatibility of distribution and expertise. Section Incharges are advised to make groups at their own.

5. It is observed that sometimes the work is allotted/approved by the Vice-Chancellor directly. It may create problems to the department for allotment of such works for considering the equivalent distribution among the faculty members. The Chairperson was authorized to take up the matter with the Vice-Chancellor.

(Prof. Mohammad Muzzammil)
Chairperson
Civil Engg. Deptt
A.M.U., Aligarh
of the Project Monitoring Committee Meeting held on 05.06.2017 regarding distribution of consultancy work among the faculty members.

- Members present

1. Prof. Sarfaraz Ali Ansari  
2. Prof. Mohammed Afif  
3. Prof. Abdul Bari  
4. Prof. M. Masud  
5. Dr. M.S. Rafi  
6. Mr. M. Shaikh  

Following matters were discussed and decisions were taken

1. The groups received by faculty members within the section are accepted and those with members from different sections need to revise. Those who have not submitted their groups are requested to submit the same within one week time.

2. The letters from clients for consultancy work are marked to individual faculty members or to the chairman with kind attention to some faculty members shall be treated as if addressed to the chairman only and the work will be directed by the PMC to the group as per rules framed by the PMC.

3. The works which have already been accepted by some faculty members without a letter move from the Chairman or PMC shall not be allowed unless and until an MoU already signed by the University on prescribed proforma is available.

[Signature]

A.M.U., Aligarh
MINUTES

of the Project Monitoring Committee meeting held on 18.04.2018 at 1.00 PM in the R&D Lab of the Department.

The following were present:

1. Prof. Mohammad Muzzammil (Chairman)
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. I.H. Farooqi
6. Mr. S. Ashraf Ali
7. Dr. M.S. Jafri
8. Dr. M. Shariq

At the outset the members appreciated the services rendered by the outgoing member Prof. M.M. Ashhar on his superannuation. The members also welcomed Prof. I.H. Farooqi, the new incoming member.

1. The minutes of the PMC meeting held on March 3rd, 2018 at 12:15 pm were confirmed.

2. The Chairman informed the members of PMC that Prof. I.H. Farooqi & Prof. Shakeel Ahmad have not submitted any concrete reply in response to the directives of the PMC held on March 3rd, 2018. The Chairman wanted the directives from the house for future course of action in the matter.

Prof. I.H. Farooqi stated the works in question were allotted to them by the then Chairmen Prof. Razaullah Khan in 2011 and Prof. M.M. Ashhar in 2013. He asserted that they will continue to work on these consultancy assignments since these were allotted to them.

All the members reminded him that in view of huge level malpractice being done, the University ordered a special audit of the Consultancy work in the Department of Civil Engineering. On the basis of the findings of the Special Audit Report, an inquiry Committee was constituted which submitted its report to the University.

The University issue order for stopping the consultancy work in the Department on 16-08-2014 and ensured that no continuing works are allowed to be undertaken. The transactions in the bank accounts for the consultancy work which were being operated by the Chairman by then were also stopped.

In the meantime new Consultancy Rules were framed. The whole process was modified to ensure proper tax collection and greater transparency. The Steering Committee was replaced by the Project Monitoring Committee. The process of Cheque/DD collection from the client was changed. New clauses for services Tax/GST were introduced and the entire distribution scheme was changed.

Prof. I.H. Farooqi asserted that the University has never stopped the old works and only the new works were stopped. He also proclaimed that the PMC has no role to play in the monitoring of works allotted by the earlier Chairman and undertaking by him during the period, the Consultancy works were stopped by the University.
He was informed that since the works are being taken up now, PMC is the committee authorized by Executive Council to monitor it. Further, if the works are found to be in order, all the bills will have to be routed through the present office incumbents only, hence the approval of the PMC is a must.

The members of PMC (except Prof. Farooqi) were of the view that PMC has every right to know what consultancy works are being done by any faculty member of the Department. The PMC is meant for monitoring all the consultancy works being done in this Department.

Prof. I.H. Farooqi also expressed his feelings of descent over the decision of committee not to allot any new Consultancy works to above said faculty till the above issue is resolved. He was informed by the members that PMC has unanimously taken this decision to ensure that replies are submitted by Prof. I.H.Farooqi & Prof. Shakeel Ahmad at the earliest.

The PMC members also emphasized that the decision of not allotting new works (till the issue is resolved) in its earlier meeting is not any penalty imposed. This decision was taken considering equitable distribution of works as per the Consultancy rules. Till such time it is not known that how much work is being done by any faculty member (some of the works are undisclosed), the distribution of new work considering equally is difficult.

The members also expressed their feelings that no faculty member of the Department will undertake any Consultancy work without prior permission of PMC. The PMC also decided that no member will undertake any site visit without the information/permission of the Chairman.

It was decided that Prof. I.H. Farooqi and Prof. Shakeel Ahmad be given one more opportunity to submit all such details as asked by the PMC in its meeting held on March 3rd, 2018, as soon as possible. Otherwise, the matter shall be referred to higher authorities for their apt decision. Till such time decision of the earlier meeting will continue to be followed.

Prof. I.H. Farooqi expressed his disagreement with this decision and informed the committee to submit his note of dissent which was allowed by the Chairman. (Annexure-I)

3. The Chairman informed the committee regarding letters for Consultancy works (from some clients) addressed to Prof. Nadeem Khalil (letter from Director TILL dated 09.04.2018) and Prof. I.H.Farooqi & Prof. Shakeel Ahmad (letter from M/s. Techno Craft Contr. Pvt. Ltd. Dated 14.04.2018), to decide the allotment/ or grant acceptance.

The committee decided that all such letters (from the clients addressed directly to the faculty members) be addressed to the Chairman of Civil Engineering Department. On the request of the clients to the Chairman of the Department, the PMC shall decide the allotment of the works to the experts of the relevant field available in the Department.

(Prof. Mohammad Muzzammil)
Chairman
Chairperson
Civil Engg. Deptt
A.M.U., Aligarh

Distribution:

All the Members of the PMC, Department of Civil Engineering, A.M.U., Aligarh.
Draft Minutes of the Meeting of Departmental Project Monitoring Committee of Civil Engineering Department held on October 6th, 2017 in the Chamber of the Chairperson of Civil Engineering Department.

Present:

1. Prof. M. M. Ashhar
2. Prof. Sarfraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Mr. Syed Ashraf Ali
7. Dr. M. Shamsuddin Jafri
8. Dr. Mohd. Shariq
9. Prof. Mohammad Muzzammil

(Secretary PMC) (In Chair)

The members of the Department Project Monitoring Committee have been decided as under:

1. The expenditure amount of the work related to Lower Ganga Canal, Narora Division where sampling and field test is involved all along the length of the canal from Narora (Bulandshahar) to Firozabad, covering 88.858 km of canal length. This work shall entail minimum of fifteen field visits with expert, technical staff and labour to different locations, field tests, bore logs and collection of 50 samples. The DD amounting of Rs.5,48,700/- dated 25-08-17 has already been received from the Executive Engineer, Lower Ganga Canal, Narora Division.

Hence, it was decided that being the special kind of work, the expenditure is increased from 15% to 35%, amounting to Rs.1,62,750/ as per Clause 7.3 of the Consultancy Rules, 2016.

2. The distribution of money amongst the Technical/Admin/Other Staff within 5% was also decided with following breakup:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Technical / Lab Staff</td>
<td>4%</td>
</tr>
<tr>
<td>II. Admin/MTS Staff</td>
<td>1%</td>
</tr>
</tbody>
</table>

Within Admin/Other Staff

1. S.O. (Accounts) = 0.4%
2. P.A. to Chairperson = 0.2%
3. Store Keeper = 0.1%
4. Typist = 0.1%
5. Clerk = 0.1%
6. Receipt Dispatch Staff = 0.1%

TOTAL = 1%

(Prof. Abdul Baqi)
Member Secretary, PMC

(Prof. Mohammad Muzzammil)
Chairperson
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Laboratory</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Structural Lab</td>
<td>Mr. Khadim Abbas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Mohd Rafiq</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Siya Ram</td>
</tr>
<tr>
<td>2.</td>
<td>Concrete Lab</td>
<td>Mr. Mohd Usama</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Shahroz Khan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Yaseen Khan</td>
</tr>
<tr>
<td>3.</td>
<td>Soil Mechanic Lab</td>
<td>Mr. Hamid Ali</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Muzaffar Nasim</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Aslam Ali</td>
</tr>
<tr>
<td>4.</td>
<td>Transportation Lab</td>
<td>Mr. Hamid Ali</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Mohd. Aslam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Shahzad Anwer</td>
</tr>
<tr>
<td>5.</td>
<td>Environmental Engg. Lab</td>
<td>Mr. Faiq Husain</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Aqeel Ahmad</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Bilal Mustafa Khan</td>
</tr>
<tr>
<td>6.</td>
<td>Hydraulics Lab</td>
<td>Mr. S. Anwer Ali</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Shamshad Ahmad</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Mohd. Aslam</td>
</tr>
<tr>
<td>7.</td>
<td>Engg. Geology Lab</td>
<td>Mr. Khadim Abbas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Hamid Ali</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Shahzad Anwer</td>
</tr>
</tbody>
</table>
### Department of Civil Engineering
AMU, Aligarh

List of supporting Staff for laboratory consultancy work

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Laboratory</th>
<th>Employee</th>
</tr>
</thead>
</table>
| 1.     | Structural Lab             | Mr. Khadim Abbas  
|        |                            | Mr. Mohd Rafeq  
|        |                            | Mr. Siya Ram                                    |
| 2.     | Concrete Lab               | Mr. Mohd Usama  
|        |                            | Mr. Shahroz Khan  
|        |                            | Mr. Yaseen Khan                                   |
| 3.     | Soil Mechanic Lab          | Mr. Hamid Ali  
|        |                            | Mr. Muzaffar Nasim  
|        |                            | Mr. Aslam Ali                                     |
| 4.     | Transportation Lab         | Mr. Hamid Ali  
|        |                            | Mr. Mohd. Aslam  
|        |                            | Mr. Shahzad Anwer                                  |
| 5.     | Environmental Engg. Lab    | Mr. Faq Husain  
|        |                            | Mr. Aqeel Ahmad  
|        |                            | Mr. Bilal Mustafa Khan                            |
| 6.     | Hydraulics Lab             | Mr. S. Anwer Ali  
|        |                            | Mr. Shamshad Ahmad  
|        |                            | Mr. Mohd. Aslam                                   |
| 7.     | Engg. Geology Lab          | Mr. Khadim Abbas  
|        |                            | Mr. Hamid Ali                                     
|        |                            | Mr. Shahzad Anwer                                  |

Date: 16/10/17

Scanned by CamScanner
Draft Minutes of the Meeting of Departmental Project Monitory Committee of Civil Engineering Department held on October 6th, 2017 in the Chamber of the Chairperson of Civil Engineering Department.

Present:

1. Prof. M. M. Ashhar
2. Prof. Sarfraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Mr. Syed Ashraf Ali
7. Dr. M. Shamsuddin Jafri
8. Dr. Mohd. Shariq
9. Prof. Mohammad Muzzamil

(Secretary PMC)
(In Chair)

The members of the Department Project Monitoring Committee have been decided as under:

1. The expenditure amount of the work related to Lower Ganga Canal, Narora Division where sampling and field test is involved all along the length of the canal from Narora (Bulandshahar) to Firozabad, covering 88.858 km of canal length. This work shall entail minimum of fifteen field visits with expert, technical staff and labour to different locations, field tests, bore logs and collection of 50 samples. The DD amounting of Rs.5,48,700/- dated 25-08-17 has already been received from the Executive Engineer, Lower Ganga Canal, Narora Division.

Hence, it was decided that being the special kind of work, the expenditure is increased from 15% to 35%, amounting to Rs.1,62,750/ as per Clause 7.3 of the Consultancy Rules, 2016.

2. The distribution of money amongst the Technical/Admin/Other Staff within 5% was also decided with following breakup:

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Technical / Lab Staff</td>
<td>4%</td>
</tr>
<tr>
<td>II. Admin/MTS Staff</td>
<td>1%</td>
</tr>
</tbody>
</table>

Within Admin/Other Staff

<table>
<thead>
<tr>
<th>Category</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. S.O. (Accounts)</td>
<td>0.4%</td>
</tr>
<tr>
<td>ii. P.A. to Chairperson</td>
<td>0.2%</td>
</tr>
<tr>
<td>iii. Store Keeper</td>
<td>0.1%</td>
</tr>
<tr>
<td>iv. Typist</td>
<td>0.1%</td>
</tr>
<tr>
<td>v. Clerk</td>
<td>0.1%</td>
</tr>
<tr>
<td>vi. Receipt Dispatch Staff</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

TOTAL = 1%

(Prof. Abdul Baqi)
Member Secretary, PMC

(Prof. Mohammad Muzzamil)
Chairperson
Department of Civil Engineering
AMU, Aligarh

Draft Minutes

of the consultative meeting regarding consultancy work of Building Department was held on 07.10.2017 at 12.00 noon in the chamber of the Chairperson, Civil Engineering Department.

The following were present:
1. Prof. Mohammad Muzharul
2. Prof. Mohammed Arif
3. Prof. Shakeel Ahmad
4. Prof. Amjad Masood
5. Prof. Tabassum Naqvi
6. Prof. Hassan Irtaza
7. Prof. Sabih Akhtar
8. Prof. Iqbal Khaleel Khan
9. Prof. Rehan Ahmad Khan
10. Prof. Tazneen Ahmad
11. Prof. Fareed Mahdi
12. Mr. S. Ashraf Ali
13. Dr. M.S. Jafri

Members discussed the matters related to consultancy work of the Building Department. Sincerely and resolved to carry out the work with the following terms & conditions.

i. Full consultancy charge should be paid in advance.
ii. If the consultancy charge is less than Rs.15000/-, the work will not be taken by the Department.
iii. Minimum time required for design is 15 days after receiving the drawing in the Department.
iv. The previous pending consultancy charges should be cleared on priority.
v. Civil work related to quality control should also be assigned to the Civil Engineering Department.

(Prof. Mohammad Muzharul)
Chairperson
Civil Engg. Deptt.
A.M.U., Aligarh

Dated: 09.10.2017
4. The distribution of 2% Departmental share as per old consultancy rules may be distributed among the non-teaching staff as under:

I. Mr. Mohd. Rais Khan, Section Officer (A/C) @ 0.75%
II. Mr. Syed Sulaiman Akhtar, Sr. P.A. @ 0.25%
III. Mr. Shadab Jameel & Mr. Wasi Ahmad @ 0.25%
IV. Ms. Shahina Hameed, Mr. Sameer Alam, Mr. Shahroz Khan, Mr. Aslam Ali & Mr. Yaseen Khan @ 0.25%

V. Departmental share for expenditure related to consultancy work, meetings etc. @ 0.5%

5. Item No. 05 is deferred.

The meeting came to an end with a vote of thanks.

(Prof. Abdul Baqi)  (Prof. Mohammad Muzzammil)
Member Secretary  Chairperson
MINUTES

of the Project Monitoring Committee Meeting held on 3rd July 2017 at 11:00 a.m. in the chamber of Chairperson, Civil Engineering Department.

Members present:

1. Prof. M. M. Ashhar
2. Prof. Sarfaraz Ali Ansari
3. Prof. Mohammed Arif
4. Prof. Abdul Baqi
5. Prof. M. Masroor Alam
6. Prof. Syed Ashraf Ali
7. Dr. M. S. Jafri

Following matters were discussed and decisions were taken:

1. Minutes of the last meeting held on 05.06.2017 were confirmed.

2. The groups as submitted by the faculty members are accepted by the Committee (copy enclosed). The consultancy work shall be allotted as per group numbers based on seniority of senior most member in a group.

3. All such cases where consultancy works have not been accepted by the Project Monitoring Committee or the Chairperson, Civil Engineering Department, the decision may be taken at the level of Vice-Chancellor/Executive Council. The Project Monitoring Committee is not in a position to take any action in such cases where the existing EC rules are being violated.
## CONSULTANCY GROUP’S-2017

<table>
<thead>
<tr>
<th>GROUP’S</th>
<th>Name of the Members</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1.      | 1. Prof. Sarfaraz Ali Ansari  
2. Prof. M. Muzzammil  
3. Prof. Javed Alam  
4. Prof. Mujib Ahmad Ansari |         |
| 2.      | 1. Prof. Mohammed Arif  
2. Prof. Abdul Baqi  
3. Prof. Arshad Umar |         |
| 3.      | 1. Prof. Izharul Haq Farooqi  
2. Prof. Anwar Khursheed  
3. Prof. Nadeem Khalil  
4. Prof. Asif Ali Siddiqui  
5. Dr. Sohail Ayub |         |
| 4.      | 1. Prof. Shakeel Ahmad  
2. Mr. Syed Ashraf Ali  
3. Dr. S. M. Ibrahim |         |
| 5.      | 1. Prof. Amjad Masood  
2. Prof. Tazyeen Ahmad  
3. Dr. M. Shariq |         |
| 6.      | 1. Prof. M. Athar  
2. Prof. Talib Mansoor  
3. Prof. Mubeen Beg  
4. Dr. Saif Said |         |
| 7.      | 1. Prof. Tabassum Naqvi  
2. Prof. Hassan Irtaza  
3. Dr. M.S. Jafri |         |
| 8.      | 1. Prof. M. Masroor Alam  
2. Prof. Mahboob Anwer Khan  
3. Prof. Malik Shoeb Ahmad  
4. Prof. Kausar Ali  
5. Dr. M. Ahmadullah Farooqui |         |
| 9.      | 1. Prof. Sabih Akhtar  
2. Prof. Fareed Mahdi  
3. Dr. M. Moonis Zaheer |         |
| 10.     | 1. Prof. Iqbal Khalil Khan  
2. Prof. Rehan Ahmad Khan  
3. Dr. Rizwan Ahmad Khan  
4. Dr. Syed Danish Hasan |         |