

**Department of Civil Engineering
North Western University, Khulna**

**PROPOSAL
For
Functions, Rules and Regulations of
Testing and Consultancy Services (TCS), CIVIL**

1. Objectives

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

- 1.1 To stimulate engineering research in the University.
- 1.2 To put the equipment of the University for optimum utilization.
- 1.3 To develop close relations with other Universities/Institutions and Industries.
- 1.4 To render expertise knowledge for solving local & national problems.
- 1.5 To broaden and update professional capabilities of teachers and staff members through solving practical problems.
- 1.6 To provide expert services to the Government and other Organizations in the field of Engineering and Technology.
- 1.7 To provide NWU laboratory facilities to other Universities/Institutions for taking practical classes of their students, if necessary.

2. Formation of Central TCS and TCS, CIVIL

The formation of the committee will be as follows:


SN	Central TCS		TCS, CIVIL	
1.	Vice Chancellor	Chairman	Any One (1) Faculty Member of the Department by rotation according to seniority)	Chairman
2.	Chairman (TCS, CE)	Member	All other Faculty Members of the Department	Member
3.	Chairman (TCS, CSE)	Member		
4.	Chairman (TCS, EEE)	Member		

The members of the Central TCS will be changed by rotation according to seniority. The duration of the Chairman, TCS, CIVIL will normally be 2 (two) years.

3. Basic Principles

The TCS, CIVIL will operate in accordance with the following principles:

- 3.1 The TCS, CIVIL office will be headed by the Chairman, TCS, CIVIL (TCS, CIVIL).
- 3.2 All work will be performed on the basis of written request.
- 3.3 The work will be accepted on the basis of the availability of expert teacher(s) and facilities in conducting the work.
- 3.4 Training and short courses are to be arranged through the Chairman (TCS, CIVIL)


11.24.25
Prof. Dr. Molla Amir Hossen
Registrar
North Western University, Khulna

- 3.5 Teacher(s) selected by the concerned Head of the Department or his representative (called Chairman, TCS, CIVIL) will conduct the work.
- 3.6 Staff members doing work in the TCS, CIVIL will receive monetary reimbursement proportionate with their effort.
- 3.7 The teaching activities and research of the University will be the primary objective. The Chairman (TCS, CIVIL) and concerned Departmental Head or his representative will be responsible for the proper allocation of work assignments, so that the normal teaching activities and research work do not get affected.

4. Functional Procedure

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

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

5. Schedule of Fees

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

6. Rules Regarding Operation of TCS, CIVIL

- 6.1 The functioning of TCS, CIVIL shall be supervised by the Chairman (TCS, CIVIL) of this University, who shall operate an account jointly formed with Chairman, TCS, CIVIL and Director (F&A), NWU in a bank located near the University surroundings.
- 6.2 There will be a separate chart of rate schedule for every test and consultancy of TCS, CIVIL


11.21.25
Prof. Dr. Molla Amir Hossen
Registrar
North Western University, Khulna

- 6.3 All reports must be signed by the Faculty member (who is involved in the test) and Chairman, TCS, CIVIL and Top page will be signed by HoD, CE and Chairman, TCS, CIVIL
- 6.4 There will be a segregated link of TCS, CIVIL in the website of NWU where all the necessary information and rate schedule of TCS, CIVIL will be available.
- 6.5 The payment schedule of the shares of the Services/Project/Consultation fees payable shall be as follows:
- 6.3.1 **Testing**
20% of the contracted amount of fees shall be paid to the University and 80% *shall be paid to the concerned Department.
**[Raw Material Cost, Chemical Cost, Labor Cost and Site Assessment Cost will be carried out by TCS, CIVIL. After deducting the above costs, the rest amount will be distributed as (20% (University Authority) and 80% (Faculty Members of the Department)]*
- 6.3.2 **Consultancy**
20% of the contracted amount of fees shall be paid to the University and 80%* shall be paid to the concerned Department.
**[Raw Material Cost, Chemical Cost, Labor Cost and Site Assessment Cost will be carried out by TCS, CIVIL. After deducting the above costs, the rest amount will be distributed as (20% (University Authority) and 80% (Faculty Members of the Department)]*
- 6.3.3 **Expertise Knowledge**
20% of the remuneration shall be paid to the University and 80%* shall be paid to the concerned personnel.
**[Raw Material Cost, Chemical Cost, Labor Cost and Site Assessment Cost will be carried out by TCS, CIVIL. After deducting the above costs, the rest amount will be distributed as (20% (University Authority) and 80% (Faculty Members of the Department)]*
- 6.3.4 **Combined Test and Consultancy**
Depending on the nature of the work, consultancy and testing portion will be decided by a committee comprising the Head, Chairman TCS, CIVIL and three senior most teachers of the concerned department. From consultancy portion, 20% of the net income shall be paid to the University and the rest amount will be paid to the respective Department. The above committee will calculate the net income.
- 6.3.5 **Training**
(i) 30% of the net income (after deducting the remuneration, T.A. /D.A., etc. of invited trainer from outside the University from contracted fees) where all facilities of the University have been used, shall be paid to the University and 70% shall be paid to the Department who carry out the work/program.
(ii) If the training is conducted outside the University 10% of the net income shall have to be deposited to the University.
- 6.4 The share of the Department will be given on request of respective Head of the Department.
- 6.5 There will be a joint account that will maintain the financial proceedings regarding TCS, CIVIL consisting of Director (F&A), NWU and Chairman (TCS, CIVIL). The concerned authority of the joint account will ensure the proportionate distribution of income from TCS, CIVIL to the


11.4.25
Prof. Dr. Molla Amir Hossen
Registrar
Western University, Khulna

University and respective department every month.

- 6.6 The share of the University will be deposited to the University's account every month.
- 6.7 The Additional Chairman (TCS, CIVIL) of Finance and Accounts shall maintain the University's income earned through the TCS, CIVIL in a separate account.


11.21.25
Prof. Dr. Molla Amir Hossen
Registrar
North Western University, Khulna