



**Swami Ramanand Teerth Marathwada University
Nanded – 431606, Maharashtra**

(UGC recognized State University. Re-accredited by the NAAC with 'A' grade)

Consultancy Policy – 2019

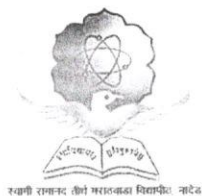
The Vice-Chancellor of this University had constituted a committee under the Chairmanship of Prof. (Dr.) Mrs. V. N. Laturkar, and Prof. Ramakant Kaplay and Dr. S.S. Pekamwar as Members, with a view to consider and recommend on different aspects of 'CONSULTANCY POLICY' and to suggest various measures to ensure smooth implementation of consultancy in the University. AND WHEREAS after considering the recommendations of the said committee, the University (through its 'Academic Council' and 'Management Council') considers it expedient to make a 'policy' to provide opportunity to the University teachers to offer their expertise to various stakeholders in the form of 'consultancy'.

This policy helps in strengthening the University-stakeholders linkage in a more effective manner. This policy may be called "Policy for Consultancy – 2019 (PC 2019-SRTMUN) and this ordinance shall come into force from the date of approval of concerned authority.

Revised document is approved in the 71th Management Council (Extended) meeting held on and No, 09/71-2020 and 30/01/2021




REGISTRAR
Registrar
Swami Ramanand Teerth
Marathwada University, Nanded



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED – 431606, Maharashtra

Consultancy Policy - 2019

1.0 POLICY:

The SRTM University's Consultancy Policy has been revised and updated. This policy replaces the previous consultancy policy dt. 23rd July, 2012. The changes are made in view of the New Act of Universities (Maharashtra Public Universities Act, 2017). The Vice-Chancellor in his authority has modified the policy and duly ratified by the Management Council.

University hereby decides to promote, develop & strengthen 'Consultancy' activities on the Campus and thus would organize 'Consultancy Awareness Camps or Seminars' to create awareness.

The committee at its meeting held on 12th April, 2019, decided that the 'University Teachers' or 'University Officers' or 'Non-Teaching Staff' should be encouraged to take up 'Consultancy' or similar assignments while working in the University, if they are offered.

After thorough discussions the Consultancy Committee has revised draft of consultancy on 10th July 2020.

2.0 INTRODUCTION:

The University values the consultancy taken by its staff (Teaching and Non-teaching). The University recognizes that the consultancy forms an important task of its functions in the sector of higher education. It would like to develop and strengthen the link between University and Industry or any Government and commercial organizations or private parties. Consultancy can bring benefits to all the stakeholders of the University. Through the Consultancy services, the University would like to offer its expertise to the local community in particular.

Interaction with the industry through consultancy service has assumed new dimension in the present changing scenario of higher education in the country. Development of infrastructure and availability of human resources have paved the way for the University to offer Consultancy services to different sectors.

Consultancy involves problem-solving for Government as well as private sectors. Furthermore, the University recognizes the potential of consultancy which helps to develop and maintain skills among the University Staff. The Consultancy contributes flow of funds from different sectors for the development of University.

The policy as outlined below is intended to support University Consultancy Activities to the benefit of all concerned.



3.0 CONSULTANCY DEFINITION:

Consultancy is a work of 'Professional Value' undertaken by the University experts for which payment is made to the 'University'. Consultancy will produce some form of contracted output which, in general, would be partly or wholly owned by the client. Consultancy covers the provision of professional services or advice by the University to an external party, which is generally provided in exchange of money or other considerations. The University further believes that the expertise and skills of academic and other staff of the University should be made available to the community. Keeping this view in mind University academic and administrative staff are encouraged to undertake 'Commercial Research'.

In short 'consultancy' means the provision of professional or expert advice or services to an external party, either on a paid or unpaid basis. This includes the provision of Research Services but excludes work funded from research grants.

The University Consultancy: It is a work carried out by 'University Expert(s)' as employee of the University using University's infrastructure (including equipments, glassware, chemicals, library data, etc.). The work carried out would be additional work to his/her normal duties.

Consultancy and related activities mentioned in these guidelines may be divided into two categories:

- i. Tasks involving nominal use of the University facilities (*Task of advisory nature*)
- ii. Tasks involving significant use of the University facilities (*Task of Research & Development Work*)

A. Objectives:

The objective of the Consultancy Policy is to establish a framework to support consultancy activities and services carried out in the University and to create awareness about consultancy activities by organizing seminars, workshops, etc., on the campus, in the first phase & subsequently in affiliated colleges under the jurisdiction of the University.

B. Scope:

This policy applies to teaching and administrative staff of the University who offer consultancy services and clients.

C. Policy Provision:

The University recognizes that consultancy work can bring financial and other benefits both to the institution and its employees. Such activities also serve to link the University and its staff more closely to the wider community, especially industry and the public sector at State and National level.

4.0 PURPOSE OF CONSULTANCY GUIDELINES:

The very purpose of these guidelines is to create awareness about consultancy services among its staff and provide opportunity to;

- i) Promote the activities of 'Consultancy'
- ii) Enhance the skills of 'Consultants'
- iii) Develop skills of 'Potential Consultants'
- iv) Development of specific accounting system for consultancy.

5. BENEFITS OF CONSULTANCY:

The benefits for offering consultancy are as follows;

- i) The consultancy is one of the links between the University and the community.



- ii) Enabling the University teachers and administrative staff to benefit financially as well as academically or professionally from their extension work.
- iii) Enhancing and strengthening 'Research' through the provision of 'Case Studies' and 'Real Life Problems' drawn from consultancies.
- iv) Providing additional funding sources to the University.
- v) Developing and strengthening contacts with the commercial organizations, industries, etc. which may lead to collaborative research.
- vi) Providing reliable services to any part of the community that would benefit from the research expertise or skills of the University teachers and administrative staff.
- vii) It is accepted that research & consultancy constitutes an important professional activity in any University. Consultancy assignments provide exposure to real life problems which call for solutions in specified time frames. Consultancy can help an academic in making teaching interesting through examples and case studies drawn from the experience gathered through implementation of such consultancy projects. Consultancy assignments can significantly elevate the qualities of teaching and research and, contribute towards the growth of the student and faculty.
- viii) Consultancy assignments also elevate one's professional status. In addition, such activities offer opportunities to the individual as well as the University to expand financial resources.
- ix) Invariably academic and research items accruing from consultancy projects provide significant support to student projects. Active consultancy may help students in their dissertation work and can also assist for their placement.
- x) The amount generated through the consultancy may be utilized for the developmental activities of the respective schools including conduction of as well as attending seminars/conferences/workshops/ symposia etc., and for professional development of the faculty members.

6. ROLE AND RESPONSIBILITY OF CONSULTANT

- i) The consultant has to assure that his / her regular academic and administrative work in the University should not be hampered by consultancy work.
- ii) The consultant shall have to submit the report to the concerned party well in time. Any delay in submission shall be the responsibility of the consultant.
- iii) One copy of the report should be submitted to the 'Consultancy Committee'.
- iv) Consultant shall have to submit the 'Completion Certificate' to the University authority (Secretary of the Consultancy Committee) on the completion / termination of the task.
- v) The consultant shall decide on the type of group which will work for the consultancy, if required.
- vi) It shall be the responsibility of the Associate Consultant to complete the consultancy project in case the Principal Consultant leaves the University if it is a group-based consultancy.
- vii) If it is an individual-based consultancy it is a sole responsibility of the Principal Consultant to complete the consultancy job.



7. THE GUIDELINES FOR ACCEPTING "CONSULTANCY ASSIGNMENTS"

The guidelines for accepting 'Consultancy Assignments' are as under;

7.1 Activities to be excluded from Consultancy:

Following shall not be considered as the consultancy work for the purpose of regulating the consultation fee for the teaching and administration staff of the University.

- i) Writing of reports, papers, delivering online lectures, webinars, development of e-Contents/study materials on the selected subjects for various Government / Non-Government Agencies.
- ii) Remuneration / honorarium received by the University staff from any other institute / organization, anywhere in India or abroad for performing allotted duties.
- iii) Income derived by the University staff as Visiting Faculty, Guest Faculty, Scholar-in-Residence, etc.
- iv) Income or Royalty from books, articles, papers and lectures.
- v) Income from participation in sports, games, athletic activities as players, referees, umpires or managers of the team.
- vi) Income from participation in 'Theatre', 'Dance', and 'Music Performance', or occasional participation in Art Exhibition or Science Exhibition or 'Avishkar', or any other event organized by State Govt./ any other organization.
- vii) Amount received as awards ('Best Teacher', 'Best Researcher' or any other Academic Award' involving money component)
- viii) Reviewing Research Papers
- ix) Reviewing Books
- x) Teaching Quality Assessing
- xi) Academic Audit
- xii) Books published on the recommendation of Board of Studies (BOS)

Approval: Any type of consultancy may pose liability and other risks to both, consultant as well as the University administration; therefore compliance with approval requirements, as set out here in these guidelines, is mandatory.

7.2. The General Guidelines:

- i) All consultancies need to be executed in the spirit of promoting the University-Industry / Community interactions. The focus of all such activities should result in excellence in teaching and research and to raise funds.
- ii) The University would examine each request made by the University teacher(s) and administrative staff for offering the 'Consultancy' or 'Similar Assignments' keeping in mind that the proposed assignments would be in the interest of the University in terms of strengthening its 'Academic and Research related activities, which will not adversely affect the teachers' work at the University
- iii) All the proposals for 'Consultancy' wherever consultancy fee, along with expenditure to be incurred by the University and GST charges, is involved should be submitted by the consultant and will be examined by the 'Consultancy Committee', constituted especially for this purpose. Consultant / Associate consultant should submit all necessary information regarding nature of the consultancy, number of staff involved, and infrastructure including consumables / traveling and other expenses for the said



consultancy. Based on which the Consultancy Committee will decide the consultancy rate and nature of consultancy i.e. either Type I or Type II.

- iv) The copy of all such approved cases shall be forwarded to I.Q.A.C. to report in its 'AQAR'.
- v) If the University teacher (s) and administrative staff joins the University with his/her commitment to earlier organization to complete his/her consultancy, he/she may be permitted to complete his/her consultancy from the earlier organization with the condition that his/her work in the University is not hampered and with an approval of 'Consultancy Committee' including the sharing of resources generated from the consultancy.
- vi) For each piece of consultancy work carried out through University or on the behalf of the University, the concerned experts shall agree in writing and in advance with the members involved in the consultancy.
- vii) Travelling out of the University Campus on account of the consultancy and related activities should be undertaken with prior permission from Vice-Chancellor and may be considered as "ON DUTY".

Sharing of Money:

The sharing of money received for 'Consultancy Service' would be as under:

Type – I: Consultancy work involving laboratory facilities/University resources etc:

- i) Total fee received from client is the "I"
- ii) Expenditure for the consultancy/ project execution: Q (< I)
- iii) Amount of institute overhead charges: 0.5 (I – Q)
- iv) Amount available for distribution to project execution team: 0.5 (I – Q)
- v) Service tax charges will be applicable at the prevailing rates: to be charged extra to the concerned client.

Distribution of IOC (Income Out of Consultancy): 0.5 (I – Q) (50%)

Sr. No.	Particulars	Amount (%)
01.	Registrar	1.5
02.	Respective Dean	1.5
03.	Director (Innovation, Incubation and Linkages)	1.5
04.	Account Department	1.5
06.	Research and Development Fund	10
07.	School Development Fund	10
08.	Staff Development Fund	01
09.	Student Welfare Fund	01
10.	University Fund	15
11.	Director of School	01
12.	Departmental Head	01
13.	Innovation, Incubation and Linkages section support staff	05



	Total	50
--	-------	----

* If serial Nos. 11 and 12 of above chart happen to be the same person then 1% amount will go to the School Development Fund.

Distribution to the Project Team: 0.5(I – Q)

Sr. No.	Particulars	Amount (%)
1.	The remaining distribution be suggested by the PI/PC/Faculty in-charge based on the involvement of the faculty, technical staff, attendant etc	50
	Total	50

Type – II: Consultancy work without involving laboratory facilities/University resources etc:

- i) Total fee received from client: I
- ii) Expenditure for the project execution: Q (< I)
- iii) Amount of institute overhead charges: 0.4 (I – Q)
- iv) Amount available for distribution to project execution team: 0.6 (I – Q)
- v) Service tax charges be applicable at the prevailing rates: to be charged extra to the concerned client.

Distribution of IOC (Income Out of Consultancy): 0.4 (I – Q) (40%)

Sr. No.	Particulars	Amount (%)
1.	Registrar	01
2.	Respective Dean	01
3.	Director (Innovation, Incubation and Linkages)	01
4.	Account Department	02
5.	Research and Development Fund	10
6.	School Development Fund	12
7.	Staff Development Fund	04
8.	Student Welfare Fund	04
9.	Director of School	01
10.	Departmental Head	01
11	Innovation, incubation and linkages section support staff	03
		40

* If serial Nos. 09 and 10 of above chart happen to be the same person then 1% amount will go to the School Development Fund.



Distribution to the Project Team: 0.6 (I-Q)

Sr. No.	Particulars	Amount (%)
1.	The remaining distribution be suggested by the PI/PC/Faculty in charge based on the involvement of the faculty, technical staff and supporting staff, attendant etc	60
		60

- (x) 'Consultancy Committee', in consent with the consultant, may agree for any other consideration, instead of receiving charges (money) directly, the other considerations may include donation of equipments, library books or providing fellowships/ scholarships etc.
- (xi) All proposals concerning 'Consultancy Assignments' need the approval of the University (Consultancy Committee) before finalizing with respective clients.
- (xii) Support in all matters related to consultancy including 'contractual' and 'legal' matters shall be provided to the consultant by the University (see Legalization for details)
- (xiii) Approval may be denied for a range of reasons like 'staff workload', and 'lack of proper expertise'.
- (xiv) Individual staff may refuse to undertake a particular consultancy if it conflicts with a personal, moral and ethical values or beliefs or even any other.
- (xv) The rates once finalized will not be negotiable, however, if the scope of the work is changed, a fresh estimate may be considered
- (xvi) The terms and conditions of the consultancy scheme shall be prepared by the consultant and client, with mutual understanding, consensus well in advance as per the consultancy guidelines.
- (xvii) The scope of the consultancy work, finalized after the discussion with the client, should be spelt out clearly and must be signed by Client and Consultant (Associate Consultant, if any). It would be more appropriate to include the date of commencement and tentative date of completion of the task.
- (xviii) The client shall have to pay 20% of the amount as an advance; the client shall have to pay the remaining amount in the proportion described as under: 20% after completion of 50% of work, 60% of amount before handing over the final report (to the client).
- (xix) The University will monitor the operation of the consultancy through the 'Consultancy Committee'.
- (xx) While respecting the confidentiality, the University will monitor the activities of consultancy.
- (xxi) Confidentiality, if required by the client or by the consultant, should be strictly maintained. All the concerned involved should sign a confidentiality agreement whenever required. All result sheets and reports should be retained as confidential documents, and access and circulation of such documents should be restricted. The confidentiality agreement shall only go to the Authorities and 'Consultancy Committee' for further processing and not the details of the work.



- (xxii) Quality assurance of the consultancy shall rest with the Consultant.
- (xxiii) It shall be the responsibility of the individuals received income through the consultancy need to show the income in the 'Income Tax Statement' at the end of every financial year.
- (xxiv) Consultant and Associate Consultant(s) involved are equally responsible for consultancy.
- (xxv) Policy may change time-to-time as per requirement.

7.3.1 Control of account

- (i) Finance & Accounts Officer (FAO) will create separate consultancy account in the name of 'Finance & Accounts Officer'. The amount that is paid by the client as installment or full payment shall be deposited in this account only. The payment in the proportion as mentioned in the guidelines shall be made to the consultant and others.
- ii) All purchases and payments must conform to the University's Purchase Guidelines and financial policies, and rules and regulations.

08. Legalization:

The laws of India shall govern the performance of agreement if any dispute rose which shall be settled amicably through negotiations in good faith before Consultancy Committee. Failing the above, the dispute shall be referred to Arbitrator jointly appointed by the parties. The decision of Consultancy Committee and Arbitrator shall be final and binding on the parties. Any dispute arising, the courts having jurisdiction at Nanded and Hon'ble High court Bombay Bench Aurangabad shall have the exclusive jurisdiction on the matters arising out of consultancy.

ANNEXURE-I

COMPOSITION OF THE 'Consultancy Committee'

- 1 Vice-Chancellor. -Chairman
- 2 Pro-Vice Chancellor -Member
- 3 Respective Dean -Member
- 4 One Senior Professor/Associate Professor (from the concerned faculty) -Members
- 5 One Management Council Member -Member
- 6 Finance and Accounts Officer -Member
- 7 Law Officer -Member
- 8 Director (Innovation, Incubation and Linkages) -Member Secretary



ANNEXURE -II

Name: _____

Designation: _____

School or Section: _____

Title and Summary of the proposed Consultancy:

In participating in the Consultancy,

- i) I will abide by the rules & regulations of consultancy policy,
- ii) I will not, directly or indirectly, divulge any information connected with the consultancy/project to any persons(s) other than those authorized by either the University or Client,
- iii) I shall keep and maintain systematic records of all data, results, etc. and will not divulge these to any unauthorized persons,
- iv) I shall use the University's "facility" for assigned consultancy only and consultancy work shall be started after the approval of Consultancy Committee.

Signature with Date

Forwarded Through

School Director / Administrative Department Head

