

Swami Ramanand Teerth Marathwada University, Vishnupuri,

Nanded – 431606

(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, Dr. Pekamwar, S.S. as Members, with a view to consider and recommend on different aspects of 'CONSULTANCY' 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 its teachers to offer its expertise to various stakeholders in the form of 'consultancy' thus strengthening the university-stakeholders linkage in this university in a more effective manner. It is hereby enacted as follows:-

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 authority concerned.

Revised document is approved in the meeting of 65th Management Council (Extended) meeting which was held on 08/04/2020

REGISTRAR

Consultancy Policy - 2019

1.0 POLICY:

The 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 made alterations to this Policy, after notifying the Management Council these necessary changes.

University hereby decides to promote, develop & strengthen 'Consultancy' activity on the campus and thus would organise '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 not be discouraged if they are offered 'Consultancy' or similar assignments while working in the university..

University Staff are strongly encouraged to undertake consultancy activity.

The committee discussed certain broad issues as well as several suggestions which had emerged during the discussion. At the end of the exercise committee considered it desirable to have personal discussion with 'Potential Consultant' in order to elicit additional views and suggestions.

Subsequently, committee finalized the recommendations. The present guidelines are the outcome of all such discussions and exercise carried out at individual level.

2.0 INTRODUCTION:

The S.R.T.M. Univeristy, Nanded values the consultancy taken by its staff (Teaching and Non-teaching both). University recognizes that the consultancy forms a most important part of its functioning in the sector of higher education. It would like to develop and strengthen the link between university and industry or any commercial organization or private party. Consultancy can bring benefits to the University Teacher, School and University. Through its consultancy Service, University would like to offer its expert service to the community in general.

Interaction with the industry through consultancy service has assumed new dimension in the present changing scenario of higher education in the country. Substantial faculty appointment has occurred in the recent past in the university, this has also brought into sharp focus a clear need for highlighting the role, impact and scope of the consultancy.

Consultancy involves problem-solving. This includes both problem solving in government sector and private sector. S.R.T.M. University through its consultant would like to reach both the sectors. Further, S.R.T.M. University recognises the potential of consultancy which helps develop and maintain skills among the University Staff to contribute to the wider community in general and industry in particular and in turn university will have flow of funds from different sectors. These flow-on-benefits are important to the development of S.R.T.M. University. The policies outlines below are 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 university experts for clients outside the university jurisdiction for which payment is made either to the ‘University’ or ‘Directly to the Expert’. 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 S.R.T.M. University to an external party, which is generally provided in exchange of money or other consideration. S.R.T.M. University further believes that the expert experience and skills of academic and other staff of the university should be made available to the community. Keeping this view in mind university academic staff and other staff is 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.

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, etc.). The work carried out would be additional work to his/her normal duties or may be part of the normal duties for which no additional payment is made by the university.

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

- (i) Tasks involving nominal use of university or school facilities (*Task of advisory nature*)
- (ii) Tasks involving significant use of university or school 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 at the University of Tasmania.

B. Scope:

This policy applies to: All staff, of the S.R.T.M. University, Nanded, who are involved in the conduct of a consultancy service

C. Policy Provision:

The S.R.T.M. University, Nanded recognises 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 federal levels.

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

- Promote the activities of ‘Consultancy’
- Enhance the skills of ‘Consultants’
- Develop skills of ‘Potential Consultants’ and give guidance in regards to control of accounts in the university system, the nature of expenditure, the control that should be exercised in approving the expenditure from accounts.

5. REASON FOR CONSULTANCY:

The reasons for taking consultancy are many and include

- University recognises that the consultancy represents one of the links between it and the community
- Enabling the university teacher and other officers, whose expertise has economic value to benefit financially as well as academically or professionally from their extension work
- Enhancing and strengthening 'Research' through the provision of 'Case Studies' and 'Real Life Problems' drawn from consultancies
- Providing additional funding source to the university and school
- Developing and strengthening contacts with the commercial organizations, industries, etc. which will lead to collaborative research
- Providing reliable service to any part of the community that could benefit from the research expertise or skills of the university teachers and officers

6. ROLE AND RESPONSIBILITY OF CONSULTANT

- (i) The consultant has to assure that his or her regular work in the university is not hampered by accepting the 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 is to be submitted to the 'Consultancy Committee'
- (iv) Consultant shall have to submit the 'Completion Certificate' to the university authority once the consultancy work comes to an end
- (v) The consultant shall decide on the type of group which will work for the consultancy. It shall be the responsibility of the Deputy Project Leader to complete the consultancy project in case the Main Consultant leaves the university

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 construed as the consultancy work for the purpose of regulating the fee received by the 'Teaching Faculty' of the university.

- (i) Writing of reports, papers or study material on selected subjects for 'Research Agencies' like 'UGC' 'DST', etc.
- (ii) Fees received by the university teacher from recognised university, anywhere in India or abroad', or other statutory bodies or govt. agencies which are wholly or partially owned by the State Govt. of Maharashtra for the performance of the work connected with the examination conducted by those bodies or for delivering of lectures both in govt. sector and private sector organisations.
- (iii) Income derived by the university teacher for teaching M.Phil. & Ph.D. Course Work or Guest Lecture

- (iv) Income derived by the university teacher as ‘Adjunct Faculty’, ‘Adjunct Professor’, ‘Scholar-in-Residence’, etc.
- (v) Income or Royalty from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences and social sciences
- (vi) Income from occasional participation in sports, games, athletic activities as players, referees, umpires or managers of the team
- (vii) Income from occasional participation in ‘Theatre’, ‘Dance’, and ‘Music Performance’, or occasional participation in art exhibition or science exhibition or ‘Avishkar’, or any other event organised by State Govt.
- (viii) Amount received as awards (‘Best Teacher’, ‘Best Researcher’ or any other Academic Award’ involving money component)
- (ix) Refereeing Research Papers
- (x) Reviewing Books
- (xi) Teaching Quality Assessing
- (xii) Academic Audit

Approval: Any type of consultancy may pose liability and other risks to both, consultant as well as university administration; therefore compliance with approval requirements, as set out here in this guideline, is essential.

7.2. The General Guidelines

- (i) All consultancies need to be executed in the spirit of promoting S.R.T.M. University-Industry / Community interaction. The focus of all such activities shall be to augment levels of excellence in teaching and research and in the process generate money.
- (ii) To facilitate these activities (Consultancy) committee strongly recommends to establish ‘*Consultancy Facilitating Centre*’ on its campus. The centre would provide necessary support to the ‘Consultancy’ on campus.
- (iii) The objective of the ‘Consultancy Facilitating Centre’ would be
 - a) To promote consultancy activities on campus
 - b) To create awareness about consultancy activities by organising seminars, workshops, etc. on the campus in the first phase & then in affiliated colleges under the jurisdiction of the university in the next phase.
 - c) To introduce consultancy information as a part of promoting consultancy activities on campus
 - d) To provide necessary administrative support to the consultant
 - e) To provide consultancy facilities to the researchers on campus on regular sustained basis
 - f) To make important issues related to consultancy known to the consultant and potential consultant
 - g) Keeping a watch on consultancy

- (iv) The University would examine each request made by the teacher(s) or university staff of the university for accepting 'Consultancy' or 'Similar Assignments' keeping in mind that the proposed assignments would be in the interest of the university in terms of strengthening its 'Academics' and will not adversely affect the teachers work at the university (including 'Teaching', 'Practical', 'PG & M.Phil. Dissertation Guidance')
- (v) All the proposals for 'Consultancy' wherever honorarium is involved shall be examined by the 'Consultancy Committee', constituted especially for this purpose (The constitution of the committee is given in the following paragraph), after its clearance by the 'Consultancy Committee', the proposal shall be forwarded to B.U.T.R. for further processing. After its clearance by the B.U.T.R. the proposal shall be forwarded to 'Management Council' for its Final Approval.
- (vi) The copy of all such approved cases shall be forwarded to I.Q.A.C. to report in its 'AQAR' and to display it on university web-site
- (vii) Consultancy contracts shall be published in separate documentation maintained by the 'Consultancy Facilitating Centre'.
- (viii) If a University Teacher or University Officer or University employee, joins the university with his/her commitment to earlier organisation to complete his/her consultancy, he/she may be permitted to complete his/her consultancy from the earlier organisation with the condition that his/her work in the university is not hampered and approval of Hon. Vice Chancellor and Secondly consultancy fee received may be shared between earlier organization and University.
- (ix) Time Allocated for Consultancy: Most of the universities and higher education institutes allocate one day per week or 52 days in an academic year. In this context committee recommends that the concept of 'Research Semester', which has already been approved by 'MC', be implemented. The consultancy work could be carried out during the 'Research Semester'. The terminology can be changed to 'Research and Consultancy Semester' to accommodate consultancy component. Or else it may be left to the discretion of each consultant with the requirement of no adverse impact on any of the primary duties like 'teaching', 'laboratory work', 'dissertation work', etc. Time allocated for consultancy and related work shall be limited to 52 days or equivalent to research semester duration.

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:

- a) Whether the consultancy work will be undertaken as part of or in addition to a normal workload.
- b) For consultancies carried out as a part of workload no additional payment shall be made. In such cases remission of 3 lectures shall be granted to the concerned teacher from his/her regular teaching workload.
- (x) Travelling out of the university campus on account of consultancy and related activities should be undertaken with prior permission from Vice-Chancellor

Sharing of Money:

(xi) The sharing of money received for 'Consultancy Service' would be as under.

Type – I: Consultancy work involving laboratory facilities etc:

1. Total fee received from client: I
2. Amount of institute overhead charges: 0.5 I
3. Expenditure for the project execution: Q (< I)
4. Amount available for distribution to project execution team: 0.5I – Q
5. Service fax charges be applicable at the prevailing rates: to be charged extra to the concerned firm

A. Distribution of IOC: 0.5 I (50%)

Sr. No.	Particulars	Amount (%)
01.	Director (Innovation, Incubation and Linkages)	1.5
02.	Register	1.5
03.	Respective Dean	1.5
04.	Account Department	1.5
06.	Research and Development Fund	10
07.	School Development Fund	10
08.	Staff development fund	02
09.	Student welfare fund	02
10.	University Fund	20
	Total	50

Distribution to the Project Team: 0.5I - Q

Sr. No.	Particulars	Amount (%)
1.	Director of School	01
2.	Departmental Head	01
3.	The remaining distribution be suggested by the PI/PC/Faculty incharge based on the involvement of the faculty, technical staff and supporting staff, attendant etc	48
	Total	50

Type – II: Consultancy work without involving laboratory facilities etc:

1. Total fee received from client: I
2. Amount of institute overhead charges: 0.3 I
3. Expenditure for the project execution: Q (< I)
4. Amount available for distribution to project execution team: 0.7I – Q
5. Service fax charges be applicable at the prevailing rates: to be charged extra to the concerned firm

B. Distribution of IOC: 0.3I (30%)

Sr. No.	Particulars	Amount (%)
1.	Director (Innovation, Incubation and Linkages)	01
2.	Register	01
3.	Respective Dean	01
4.	Account Department	01
5.	Research and Development Fund	10
6.	School Development Fund	10
7.	Staff development fund	03
8.	Student welfare fund	03
		30

Distribution to the Project Team: 0.5I - Q

Sr. No.	Particulars	Amount (%)
1.	Director of School	01
2.	Departmental Head	01
3.	The remaining distribution be suggested by the PI/PC/Faculty incharge based on the involvement of the faculty, technical staff and supporting staff, attendant etc	68
		70

- (xii) ‘Consultancy, Committee’, in consent with the consultant, may agree for any other consideration, instead of directly getting money from outside party. The other consideration may include donation of equipments, library books or providing scholarships or fellowships to University Teachers or University Students or University Staff
- (xiii) All proposals concerning ‘Consultancy Assignments’ need the approval of the university before they are submitted to the granting agency or agencies.
- (xiv) These guidelines shall also be applicable to ‘Non-Teaching Staff’ of ‘Administrative Staff’ or ‘Academic Administrative Staff’ of the university who may undertake such assignments subject to the condition that the work related to all or any of the above will not be undertaken during the office hours.
- (xv) Support in all matters relating to consultancy including ‘contractual’ and ‘legal’ matters shall be provided to the consultant by the university i.e. *Consultancy Facilitating Centre*
- (xvi) The authority to forward and prioritizing consultancy work shall rest with the ‘School Director’ or ‘Head of the Section’
- (xvii) It is not expected that all the ‘Teaching Staff’ of the School is involved in consultancy at a time (*at a time not more than 50% of the staff*). The opportunity shall be given to everyone in the School or the Section on rotation basis.

- (xviii) Similarly, it is not expected that all the supporting staff is involved in the consultancy activity at a time.
- (xix) All staff proposing to undertake consultancy require recommendation of the 'Consultancy, Committee' and approval of B.U.T.R. or V.C. before making a commitment.
- (xx) Approval may be denied for a range of reasons like 'staff workload', 'lack of proper expertise'.
- (xxi) Individual staff may refuse to undertake a particular consultancy if it conflicts with a personal, moral and ethical values or beliefs.
- (xxii) Finalization of the rate for consultancy shall be left to the discretion of the consultant. The consultant however, needs to take the necessary approval of such rates finalised by him or her from the competent authority B.U.T.R. & M.C.
- (xxiii) The remuneration to the supporting staff shall also be finalised by the consultant. The remuneration to the supporting staff shall be paid out of the amount generated through the consultancy only.
- (xxiv) The rates once finalised will not be negotiable, however, if the scope of the work is changed, a fresh estimate may be considered
- (xxv) The terms and conditions of the consultancy scheme shall be prepared by the parties, consultant and client, with mutual understanding and consensus well in advance.
- (xxvi) The scope of the consultancy work, finalised after the discussion with the client, should be spelt out clearly and must be signed by Consultancy Project Leader (Deputy Project Leader, if any) and preferably by all the members involved in the consultancy. It would be more appropriate to include the date of commencement and tentative date of completion of the task
- (xxvii) 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: 30% after completion of 50% of the work; 30% after completion of 80% of the work and remaining after completion of the work.
- (xxviii) The university will monitor the operation of the consultancy through its 'Consultancy, Committee' or 'Consultancy Facilitating Centre'
- (xxix) While respecting the confidentiality the university will monitor the activities of consultancy.
- (xxx) Confidentiality, if required by the client or by the consultant, is to be strictly observed in respect of consultancy. 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' or 'Consultancy Facilitating Centre' for further processing and not the details of the work.
- (xxxi) Quality assurance of the consultancy shall rest with the 'Director, of the School' or 'Head of the Section'

- (xxxii) The amount generated through all or any of the above mentioned work shall be deposited in the 'Corpus Fund Account' of the university created specifically for this purpose.
- (xxxiii) University shall deposit an amount of Rs.20 lakhs in the 'Corpus Fund Account' as seed money for any type of advance payment against the payment expected from the client, of-course with the prior approval of Vice-Chancellor.
- (xxxiv) School Director's or Head of the Sections shall be required to incorporate an annual account of consultancy income into their Financial Planning, including the amount of consultancy brought to the university, the amount and share of consultant, school/section and university.
- (xxxv) Anytime input required to rectify the unsatisfactory work shall not be cause for additional payment.
- (xxxvi) It shall be the responsibility of the consultant to show the income earned through the consultancy and other such activities in the 'Income Tax Statement' at the end of every financial year.

7.3 Control of account

- (i) Finance & Accounts Officer will create an account in the name of either 'Registrar' or 'Finance & Accounts Officer', himself or herself. Any amount that is paid by the party as installments or full payment shall be deposited in this account. The payment in the proportion as mentioned in the guidelines shall be made to the consultant. The share of school and university shall be credited to the 'Corpus Fund Account' created for this purpose only.
- (ii) It is expected that 'Accounts Section' will ensure that account remains in credit i.e. sufficient amount is available in account to cover the payment required.
- (iii) Where a staff member resigns from the university, any balance remaining from consultancy activity may be paid as salary.

7.4 Expenditure from the Corpus Fund Account

The following are the types of expenditure that would be expected to be incurred.

- (i) Share of 'Consultant' in the proportion as mentioned in the guidelines
- (ii) Salary & Wedges of supporting staff (Salary and wedges of the supporting staff shall be decided by the 'consultant' in consultation with the FAO and the concerned supporting staff)
- (iii) Remuneration to the students assisting the consultancy work (Remuneration to the students shall be decided by the Consultant)
- (iv) Equipments, calculators, computers, laptops, printers, computer accessories, teaching- aids, audio-visual items
- (v) Books and journals
- (vi) Professional subscription
- (vii) Student / University Teacher / Administrative Staff / Academic Administrative

Staff / Non-Teaching staff amenities

- (viii) Expenditure on 'Publicity' of 'Academic Matter' & 'University Website'
- (ix) Expenditure on organisation of 'Seminar' or 'Conference' or 'Symposium' or 'Workshop(s)', in case of shortfall
- (x) Expenditure on Establishment of 'Chairs' or 'Sustaining Chairs'
- (xi) Financing visits of the 'Research Scholars' or 'University Professors' from 'Indian and International Universities' or 'Research Organisations'
- (xii) Promoting participation of S.R.T.M. University Teaching Staff in 'Seminar'/'Conference', etc. (within India or Abroad)
- (xiii) Providing 'Financial Assistance' to students (PG, M. Phil. and Ph.D.) for participation in seminars
- (xiv) Travel expenses in accordance with the university's policy
- (xv) It shall be the university's policy to lease the vehicle for consultancy work. The expenses shall be booked under the consultancy head and debited from 'Corpus Fund Account'
- (xvi) Any other expenditure of private nature is prohibited and may give rise to a tax liability for the staff concerned
- (xvii) Anything purchased through the corpus fund for the development of the school or lab or museum or university or furnishing cabin shall not be the property of individual. It will be the property of the university.
- (xviii) Expenditure towards enhancing professional qualities of the consultant (*For this sub-budget head may be created as 'Professional Development Fund' and expenditure towards developing professional skills of the consultant on regular basis be met through this budget head*)
- (xix) Expenditure towards developing qualities of 'Potential Consultant'
- (xx) Any other purpose which Vice-Chancellor feels necessary

7.5 Expenditure & Payment Control

- (i) All purchases and payments must conform to the S.R.T.M. University's Purchase Guidelines and university's financial regulations & policy.
- (ii) Accordingly all transactions must be evidenced by tax invoices/receipts from suppliers of goods and services
- (iii) No staff member shall approve their own items of expenditure
- (iv) Normally no payment shall be made to the consultant if it would result in a deficit of the contract.
- (v) No payment shall be made to the individual in advance except with Vice-Chancellor's approval in exceptional cases.
- (vi) No payment shall be made to the individual where the terms and conditions of the contract prohibit it.

8. Impact of Consultancy

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.

Consultancy assignments also elevate one's professional status. In addition, such activities offer opportunities to the individual as well as the university to expand income.

Invariably academic and research items accruing from consultancy projects provide significant support to student projects. Active consultancy, in the form of students supporting consultancy service through their dissertation work, can also assist in the placement of students.

The committee recommends that the above guidelines be considered for acceptance, approval by the appropriate statutory bodies and implementation.

ANNEXURE- I

COMPOSITION OF THE 'Consultancy Committee' under 'Consultancy Facilitating Centre'

- | | |
|---|--------------------|
| 1. Vice-Chancellor. | - Chairman |
| 2. Pro-Vice Chancellor | - Member |
| 3. Respective Dean | - Member |
| 4. One Senior Professors/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:

In participating in the Consultancy, I will abide by the requirements indicated below

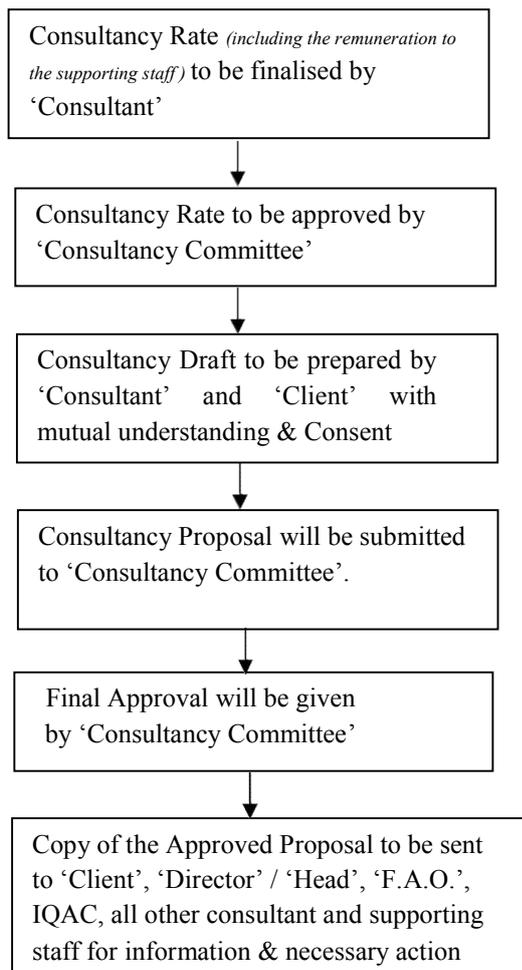
- a) I will abide by the rules & regulations of consultancy
- b) I will not, directly or indirectly, divulge any information connected with the project to any persons(s) other than those authorized by the project leader.
- c) I shall keep and maintain systematic records of all data, results, etc. and will not divulge these to any unauthorized persons.
- d) I shall not make/ keep copies of any data / results / reports.
- e) In all my dealings related to project I shall observe strict confidentiality.

Signature with Date

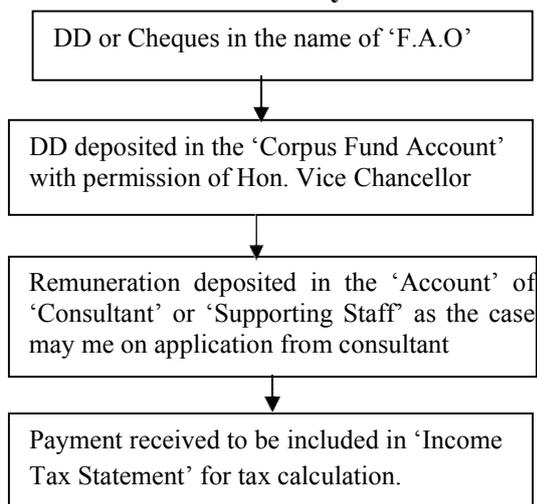
Witness

Signature

Procedure to Obtain Approval



Procedure to Receive Payment



Procedure to Purchase ITEMS

