




SHRI RAMSWAROOP MEMORIAL UNIVERSITY



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Policy for Consultancy (w.e.f. session 2018-19)

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1. Introduction

The expertise available in the University shall be utilized beyond the boundaries of academic environment by sharing expertise and knowledge exchange for economic and social development. The consultancy by Faculty members of the University is a way to achieve this goal which not only financially benefits both the faculty members and the University but also enhances the reputation of the University. Shri Ramswaroop Memorial University encourages faculty members to participate in consultancy activities appropriate to their academic areas or professional competence. Generally, the consultancy work is outside the University therefore a balance between traditional roles of the Faculty member needs to be managed so that the interests of both Faculty member and University remain protected.

2. Aim & Objectives




The aim of consultancy policy is to ensure that the consultancies undertaken by faculty member are consistent with the University's objectives, financial regulations and procedures. The objectives of the consultancy policy of the University are as follows:

- a) Clarifying the terms and conditions for consultancy services to protect the interest of both University and faculty member.
- b) Categorization of various consultancy services.
- c) Entitlements to the faculty member.
- d) Management & utilization of Consultancy Project Funds

3. Terms & Conditions for Consultancy Services

Consultancy Services covers the provision of professional services such as knowledge, skills, expertise, experience or advice, provided by an academic or staff member(s) of the University to a client or an external party, for a fee, voluntarily or in any other consideration at all. All research and non-research consultancy services undertaken by faculty members of the University should be governed by following conditions:

- 3.1 The consultancy undertaken by faculty member shall have visible benefits to the University such as reputation, income, or enrichment in the experience of faculty member.
- 3.2 The agreement for the consultancy shall not have conflict with the University policies such as code of conduct of faculty member.
- 3.3 The Consultancy agreement shall include overheads charges as set by the University and the applicable service tax.
- 3.4 Any kind of consultancy service by the faculty member shall be started after the approval by the Vice Chancellor on the recommendation of Director-Research & Consultancy.
- 3.5 Any intellectual property arising from any Research and Non-research Consultancies shall be governed by the Intellectual Property Policy of the University.

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- 3.6 The office of Consultancy Project Invigilator must be the his/her regular office inside University premises.

4. Types of Consultancy Services

Depending on the requirement of client and expertise & facilities available in the University, the faculty members of the University may undertake consultancy under following categories:

- a) University Research Consultancy
- b) University Non-Research Consultancy
- c) Private Consultancy

4.1 University Research Consultancy

If a faculty member caters the requirement of the client by his/her research skills or expertise in return of remuneration by the client it falls under the category of University Research Consultancy. Faculty members of the University shall be encouraged to take such consultancy work by tender or personal negotiations.

4.2 University Non-Research Consultancy

Non-research Consultancy would include the provision of professional services to external agencies for a fee. The services may include but not limited to laboratory and other testing of materials, devices, products or produce; analysis of data; survey; training; field trials; professional advice; professional services such as design, legal etc..

4.3 Private Consultancy

Private Consultancies are those which are undertaken by the faculty members in which University is not a party. Therefore, while undertaking such consultancy, faculty member must not establish a real or potential conflict with their obligations to the University or undertake activities which are contrary to the interests of the University. The University shall not have any liability for such consultancy work.




For such consultancy, faculty member shall not be entitled to none of the benefits mentioned **Clause 6** of this policy. Faculty member undertaking Private Consultancy must ensure the implementation of following points:

- a) The duties as a faculty member and associated with serving position in the University shall not be unduly affected by private consultancy work.
- b) Use of University, trade mark, letter head is strictly prohibited for use in private consultancy.
- c) University facilities such as library resources, power, space, equipment, consumables, and telephone facilities etc. shall not be used to work for the Private Consultancy.
- d) University is not bound by any agreement (written or otherwise) relating to the Private Consultancy.

5. Entitlements to the Employees

The entitlements of the employees undertaken consultancy work are as follows:

- 5.1 No limit is placed on earnings by Research and Non-Research Consultancy. Income from Consultancy shall be paid to the Faculty member(s), researcher(s), technician(s)

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(Clause 4.1 and 4.2) involved and is in addition to normal remuneration through the University payroll systems and taxed in accordance with this Policy.

- 5.2 Faculty member may spend no greater than 45 days/year outside University premises in addition to his/her entitled duty leaves as per existing University policy for consultancy work. Variations to this time commitment require the approval by the relevant authorities.

6. Support by the University to the Employees for consultancy

- 6.1 The University shall provide access to the University's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- 6.2 University's resources such as technical and administration staff, equipment and telecommunications, may be used by Faculty member for consultancy work, subject to approval by the appropriate authorities.
- 6.3 Entitlement to use the University's name and reputation provided it is not brought into disrepute.
- 6.4 Permission to make reference to their University position and title in connection with the work.
- 6.5 Providing contracting advice, including legal, risk and financial.
- 6.6 Travel may be undertaken for site visits, field work, experimental works in other institutes, meetings outside the University, participation in Conferences/Workshops/Seminars in India.
- 6.7 Travel abroad may be allowed under the consultancy project, provided the guidelines of the funding agency have the provisions for this.
- 6.8 TA/DA shall be provided to the consultant project investigator (CPI) as per the approved budget estimate submitted by CPI.




The University does not extend these benefits to Private Consultancies. Any Consultancy conducted by a staff member that accesses any of these benefits in the course of undertaking the work shall be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

7. Consultancy Fund management and Overhead charges by University

The cost of a consultancy project shall consist of overhead charges, actual expenses including contingency and payment to consultant, employees, external consultants (if any) and students. Service Tax is compulsory on all consultancy services. The rate of service Tax in force shall as per the applicable rate of the total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the consultant project investigator of the consultancy project shall inform the clients the amount payable by the clients as Service Tax in addition to the abovementioned charges. Following but not limited to this list may be considered as Actual and Contingency expenses.

7.1 Actual Expenses

- 7.1.1 Consultancy Charges for the CPI.
- 7.1.2 Major permanent equipment to be procured as per usual sanction procedure lay down by the University.

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- 7.1.3 Consumable Materials to be used.
- 7.1.4 Computational charges (at commercial rates).
- 7.1.5 Charges to be paid for the use of specific equipment in the Institute/Faculty/Department or central facilities.
- 7.1.6 Salaries to the employees hired for complete duration of consultancy project.
- 7.1.7 Services hired for accomplishing the consultancy project.

7.2 Contingency Expenses

- 7.2.1 Cost of supplies, stationery, printouts, photo copy and reproduction.
- 7.2.2 Cost of books, journals, membership fees of professional societies, registration fee for conferences etc.
- 7.2.3 Travel expenses.
- 7.2.4 Payment for typing and other office work to outside agencies.
- 7.2.5 Postage, telephone, mobile and internet services.
- 7.2.6 Short term hiring charges that are appropriate for the consultancy project.

8. Financial Management & Overhead Charges




There shall be separate University Account for consultancy project funds. All funds received for consultancy projects shall be deposited in this account. A separate section of the Finance Office with an Officer shall assist the CPI and Director, R&C in administering project funds. This section shall ensure computerization of the project account including online tracking facility for the consultant project investigator and payment of the salaries of project employees as per project rules. For every type of consultancy overhead charges shall be shared to the University which shall be further distributed as follows:

- 30% of the University overhead charges shall go to the University Research Fund
- 20% of the University overhead charges shall go to the respective Faculty/Department.
- The remaining 50% may be utilized for University Development Fund.

- 8.1 In the case of **University Research Consultancy**, the Consultancy charges shall be shared to University in the form of overhead charges as per the following distribution:

S. No.	Consultancy Charges	Overhead Charges (%age of Consultancy Charges)
1	Upto Rs 1.00 Lacs	20%
2	Rs 1.0 Lacs and above	30%

- 8.2 In the case of **University Non-Research Consultancy**, the profit from the consultancy shall be calculated by subtracting the University facility & human resource usage charges and service tax from the total earning from the consultancy project such as training, workshop, etc. The 60% of the profit shall be given to the Consultancy Project Investigator (CPI) and 40% of profit shall be credited to the University as overhead charges.

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