

**Bharati Vidyapeeth
(Deemed to be University), Pune**

**A⁺ Accreditation (third cycle) by NAAC in 2017
Category-I Deemed to be University Grade by UGC
68th Rank among Universities by NIRF-2021**

CONSULTANCY POLICY 2021-22 (revised)

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BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), PUNE
CONSULTANCY POLICY 2021-22 (revised)

1. Preamble:

Professional development of faculty through consultancy projects is promoted by the university. The BVDU encourages the faculty to undertake consultancy assignments which will promote the transfer and application of knowledge for solutions to corporate projects. Consultancy may be with both public and private entities, at national or international levels.

All faculty members would have to secure advance approval for consultancy projects in order to ensure that the activity is beneficial to the University and within reasonable bounds. The university's Consultancy policy may be suitably adopted by the constituent units by adding appropriate clauses as applicable.

2. Broad Guidelines

The faculty desirous of accepting a consultancy work from any external agency should put up the Consultancy Proposal on a prescribed proforma, the Assignment Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, ~~scope~~, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and

any other relevant information. The estimated budget should be in a format so as to be processed and executed easily by the Finance and Administration departments.

3. Consultancy Rules and Guidelines:

3.1 Scope

3.1.1. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the University / institute.

3.1.2. The services offered shall be along the lines of 'Professional Services' and will carry obligations and ethical requirements associated with such services, as indicated in the standard terms and conditions.

3.1.3. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Design and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

3.1.4. Standardization, Calibration Testing and Evaluation services may be offered in which facilities are available or can be augmented. Such services should normally be backed

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by periodic calibration/standardization of laboratory equipment used for such purposes.

3.1.5. All Consultancy and related jobs need to be structured and executed in the spirit of promoting the university/ institute.

3.2 Consultancy Guidelines:

Consultancy work will be taken up by the BVDU faculty and research staff subject to the following norms:

3.2.1 A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes/use.

3.2.2 The consultancy requirement originates from the industry/other organizations concerned or faculty can approach industry/other organizations. The faculty is expected to estimate the time and cost required to accomplish the task and the PI (Principal Investigator) then prepares the proposal.

3.2.3 All consultancy proposals must be sent under signature of the PI to Head of the Institute for endorsement and approval by Director/Principal/Vice-Chancellor.

3.2.4 IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared before signing MoU/agreement. Preferably, IPR will be jointly shared by BVDU/unit and the industry/ organization unless specified in agreement.

3.2.5 When MoU /agreement is cleared from all angles and acceptable to

both the parties, it will be signed by the PI and Director/Principal and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of Director/Principal and a copy given to Finance section of the unit.

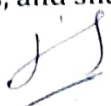
3.2.6 All payments for consultancy work must be in the name of Bharati Vidyapeeth (Deemed to be University) / Constituent unit payable at respective constituent unit.

3.2.7 The responsibility for conduct of the project and the deliverables will lie with the Consultant Faculty-In-Charge, and the university/institute will only provide the necessary administrative support.

3.2.8 Faculty or PI will handle the project account and spend funds as required. Share of the Institute should also be transferred. The accountability of the same has to be maintained by the respective faculty / PI.

3.2.9 The consultancy cannot be at the cost of the duties of the said faculty member, hence a faculty member is permitted to devote an average of 16 hours (equivalent to Two working days) per week for all consultancy projects during a semester.

3.2.10 Recruitment of temporary staff for Consultancy Projects shall follow existing University norms and rules for project staff recruitment. Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing University purchase and travel rules.


Institutional Management
Bharati Vidyapeeth
Pune

3.3 Consultancy Rules - Personnel:

3.3.1 Project responsibility: The projects headed by a Principal Investigator (PI), and may have Co- Principal Investigators (Co-PIs) and the deliverables are the responsibility of the PIs. The Institute will provide the PIs necessary support.

3.3.2 The time spent on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants may like to utilize, on an average, one non-working day per week with prior approval of the head of the institution.

3.3.3 The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.

3.3.4 Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria. The record of the honoraria paid to students needs to be maintained by the PI/consultant.

3.3.5 Faculty members should not use the name of BVDU/constituent unit or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with BVDU, Pune.

3.3.6 Any other employee of the Institute may take up consultancy work with prior approval of the Vice Chancellor, BVDU.

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3.3.7 Publications of Results: Consultants/ PI wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

3.3.8 Each project shall be undertaken under:

3.3.8.1 Standard Terms and Conditions or Specific research agreement or Memorandum of Understanding (MoU) describing the details of contract.

4 Consultancy Rules: Travel

4.1 Travel out of the campus on account of consultancy activities should be undertaken with intimation to the head of the institute. In case of Head of institution, intimations should be sent to the Vice Chancellor, BVDU.

4.2 Outstation travel of consultancy assignments may be undertaken by the PI, normally with the prior approval of the Head of the Institute, as the case may be.

5 Consultancy Rules : Project Execution

Consultancy projects are normally initiated by requests/enquiries from the industry directly to the Institute or by discussion between the industry and the Consultants.

5.1 If the enquiry is directly received by the Institute, the work will be assigned to specific consultant/or groups of consultants

- depending on their expertise, and existing commitments.
- 5.2 In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person by the Director / Principal with the prior approval of the Vice Chancellor, BVDU.
- 5.3 All acceptance letters will be sent by the Consultant to the requesting agencies, in consultation with the Principal / Director, as the case maybe.
- 5.4 Consultancy project proposals (prepared in response to a client's request) are to be approved by the Principal / Director who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-à-vis the scope and projected time-line, in order to obtain clarity before the consultant prepares the cost and estimates. The copy of the agreed document should be sent to the Research Director / Vice Chancellor for final approval.
- 5.5 The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may have to be considered and approval to be taken from competent authorities.
- 5.6 Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the BVDU will govern all decisions and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

6 Consultancy Rules : Payment schedule

Payment to be made to BVDU / constituent unit as per agreed upon milestones

- 6.1 The charges for any assignment are normally payable in advance. 50% advance payment should be made if project is in one phase. However, exceptions may be made in respect of assignments involving charges exceeding Rs.1,00,000/-and with implementation period exceeding 3 months.
- 6.2 In case of large assignments, if project is broken into phases, then advance payment should be made before beginning of each phase. Such a payment schedule should ensure that (i) advance payment is received for every phase of work, and (ii) the number of installments is reasonable and consistent with phases of work.
- 6.3 The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by the PI/Consultant
- 6.4 The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority which shall be verified by the Principal/Director and sent to the university office for the verification and approval by the Finance Officer.
- 6.5 In case of international consultancy assignments,


- a. Funds are to be received in foreign currency;
- b. service tax is not applicable;
- c. The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.

7 Distribution of Charges collected through Consultancy Projects


7.1 The charges collected through the consultancy projects will be distributed as follows:

Category	Type of consultancy	Institute / constituent unit	Consultant
Category A	Services where institutional consumable and non-consumable facilities are required to be used (after deducting and transferring the cost of consumables to the consulting Institute / constituent unit)	60%	30 % to consultant 10% to operators etc.
Category B	Advisory consultancy in which the Institute / constituent unit infrastructure is not to be used	25%	75%

7.2 Service tax and other taxes, as applicable, shall be provided for in the project cost.


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- 7.3 The budget should reflect the fees for the PI, Co-PI and the other investigators, overheads to the constituent unit, and service tax on the amount, if applicable. Service tax is not applicable on projects, if the funds are received in foreign currency. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary.
- 7.4 All expenses for a consulting project, including the Overhead Charges and the Service Tax, must be met by the sponsoring agency.
- 7.5 The minimum charges applicable in respect of consultancy jobs will be Rs 10,000/- excluding any applicable tax.
- 7.6 It is desirable that Preliminary Diagnostic Discussions/Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of Rs 5,000/-(for US\$200 or equivalent in the case of international assignments) per day or part thereof, in addition to travel and incidental expenses as applicable.
- 7.7 Although a faculty member is free to charge whatever daily fee they deem appropriate, university recommends that the minimum daily fee for Scientific / Technical / Professional Advice be no less than one percent (1%) of the faculty member's salary.
- 7.8 The Consultant In-Charge can sanction payments to existing technical and supporting staff for work on a consulting project at a daily rate not to exceed one percent (1%) of said staff's salary, and subject to a monthly maximum of one half of the monthly gross salary of said staff.
- 7.9 The above consultant charges cannot be used by the institutional head without the prior approval of the vice chancellor.


Institute of
& College

8 Disbursement

- 8.1 Consultant Fees as well as charges payable to other staff may be disbursed as: In the case of short duration jobs entailing full advance payment, full disbursement to be made upon completion of the job and receipt of (i) a completion certificate from the PI / consultant and (ii) the project completion report
- 8.2 The money will be credited to the constituent unit, and paid to the consultant, technical staff, and operators at the conclusion of each consultancy case. This amount may be utilized by the institute for both consumable material, equipment and technical literature.

9 Review and other Related Matter of Consultancy Projects

It is essential to provide an effective framework to ensure smooth implementation of consultancy projects in the context of Educational, R&D and related activities.

- 9.1 Directorate - Research should be in possession of basic information in respect of consultancy activities for record
- 9.2 Proposals for large sized consultancy assignments may be reviewed by a small standing committee constituted by the Vice Chancellor.
- 9.3 After completion of the project, final report should be submitted to the funding agency with a copy to the office of Vice Chancellor.
- 9.4 The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institute.

9.5 University or university staff shall not be responsible for any mishap or damage caused to man power or property while further applying the results of the consultancy project. This clause to be included in each consultancy contract.

10 Other

10.1 Earnings for Technology Transfer, Revenue Sharing and Royalty will be governed by the Intellectual Property Policy of BVDU, Pune.

10.2 If any faculty member contributes to an innovation or new concept to the existing technology, the same may be recorded in the service book of the person as an achievement.


10.3 Notwithstanding the above, and keeping in mind the best interests of the university, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the Vice Chancellor, BVDU.

10.4 Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

10.5 External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external

candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

- 10.6 Exceptions: Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, Ph.D. viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.


The undersigned
is authorized to
represent the
Government of
Kerala, India
in all matters
relating to
the above
mentioned
subject.