

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(“Deemed to be University u/s 3 of the UGC Act, 1956”)

Accredited 'A' Grade by NAAC



Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.

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NOTIFICATION

POLICY ON CONSULTANCY SERVICES

Introduction: Sri Siddhartha Academy of Higher Education (Deemed to be University) hereinafter referred as the “University or Constituent Colleges” recognizes the potential of consultancy activities to advance our contribution to the knowledge society, enhance the social and economic impact of the university activities and support the enterprising and innovative spirit of the constituent colleges/ campus resulting in quality teaching and learning. Staff of the University is encouraged to engage in consultancy of external bodies as a legitimate and valued university activity provided such consultancy is consistent with the objectives of the University and the contractual responsibilities of the faculties and each individual concerned. Approved University Consulting activity will also be taken into consideration in promotion applications. In recognizing the value of consultancy activities, the university provides professional indemnity and other insurances for employees when undertaking consultancy work on behalf of the University and will provide additional professional backing through Research and Innovation Support.

Objectives:

1. To encourage and develop the University's links with industry, Hospital Laboratories, commerce and the wider community through high quality consultancy activities which in turn enhance the expertise of staff, facilitate new research opportunities and benefit our teaching programmes;
2. To provide a clear consultancy framework for all stakeholders;
3. To manage our external links effectively to ensure appropriate returns to both employee and University for use of resources and intellectual endeavor;
4. To provide incentives for staff to undertake consultancy work.

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Policy Rational and Scope: In adopting this policy, the University seeks to increase its consultancy activity and to ensure that all SSAHE staff members engaging in consultancy understand their rights and obligations and give due consideration to the following:

- a. protecting the name and reputation of the University
- b. professional indemnity cover;
- c. legal obligations;
- d. taxation issues
- e. Costing and pricing of consultancy activities.

The policy applies to all members of staff of the constituent colleges undertaking consultancy work.

Defining the Consultancy Framework:

Research: Research is to be understood as the process of investigation undertaken in order to gain new knowledge and understanding.

It includes work of direct relevance to the needs of Hospital Laboratories, Commerce, Industry and to the public and voluntary sector; scholarship; the invention and generation of ideas, images, performances, artifacts includes design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction.

Scholarship is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases.

Consultancy: "Consultancy" is the transfer or application of knowledge to address a client's articulated need. Consultancy differs from Research in that it involves the application of existing knowledge and / or techniques and there is usually no academic output such as publications in academic journals and any such publication would generally require the outside party's prior consent. The service provided produces a set of deliverables for which the client pays an agreed consulting fee. In general, the deliverables produced are the property of the client. In general consultancy projects are short in nature. However, it is possible to undertake consultancy project over a longer time period where the actual time to be spent is agreed with the client.

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University Consultancy: University consultancy is defined as a contractual arrangement for the provision by the University or the department/College employee or group of employees of the constituent colleges of the University of defined professional services other than research based on the client's articulated need to a client (external party) using university / constituent college space, equipment, services, facilities or staff time in return for a fee or some other form of remuneration. Such engagement with outside parties is regarded as part of normal academic duties.

It is University preference that its staff operates through University Consultancy Contracts. In University Consultancy Contracts, it is the University which contracts with the outside body, which bears the cost of the necessary indemnity and which accepts the liability should anything go wrong.

Community Service Consultancy: Community Service Consultancy is a specific category of University Consulting that covers any agreement for the provision by the University of advice or service to its local community: Staff engaging in Community Service Consultancy will be covered under the standard University Consultancy approval process as laid down in this policy.

Consultancy Rules and Norms:

1 Scope of Consultancy Services Offered:

- 1.1 Consultancy services may be offered to Hospital Laboratories, Industry, Service sectors, government departments and other national and international agencies in niche of expertise available in the University.
- 1.2 The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions of the University.
- 1.3 Consultancy services offered may cover a variety of activities.
- 1.4 Testing & Evaluation services are to be normally offered in selected specialized areas, in order to meet the needs of certain governmental and related agencies, special clients and other outside educational institutions.

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- 1.5 Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic calibration / standardization of laboratory equipment used for such purposes.
- 1.6 The consultancy work which are too complex to handle, because of certain constraints inherent in any academic and research environment should not normally be taken up.
- 1.7 All consultancy works and related job need to be structured and executed in the spirit of promoting Hospital Laboratories, Industry-Institute interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research for proper placement of Sri Siddhartha Academy of Higher Education graduates (UG/PG.Ph.D) and in the process, generating funds.
- 1.8 All the research projects sponsored by the Government (DST,DBT,ICMR,DRDO etc.) , public, private, national & international agencies and autonomous bodies do not fall under the purview of consultancy services.

2 **Consultancy Projects Categories:**

- 2.1 Each project shall be undertaken either under;
 - a). Standard Terms and Conditions, or
 - b) Specific Agreement or Memorandum of Understanding (MoU) describing the details of Contract and requires legal and expert clearance.

In the former case, the work is taken up in good faith between the principal investigator and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions as laid down in this policy.

The latter case refers to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MoU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, Intellectual Property Rights (IPR) matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

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2.2 Consultancy and related services offered will be categorized mainly as under:

a). Category 1: Individual Consultancy: (Expert Advice and Development Project) Consultancy that does not involve the use of any university facilities and is solely based on the expertise of the Principal Investigator.

b) Category 2: Institutional / Departmental Consultancy: Consultancy that involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc.,

c). Category 3: Testing and Evaluation / Calibration and standardization services: The service involves the routine testing and evaluation in order to meet the needs of outside organization / agencies / educational institutions.

The consultancy and related services should not interfere with the normal teaching and research in the University.

3 **Distribution of Consultancy Revenue:**

The consultancy fee shall be distributed as under:

| Consultancy Category | Principal Investigator and team members | Concerned Department | University |
|--|---|----------------------|------------|
| Category-1- Individual Consultancy | 80% | 10% | 10% |
| Category-2 – Institutional/college/ Departmental Consultancy | 60% | 20% | 20% |
| Category-3-Testing and Evaluation / Calibration and standardization services Analysis and Characterization of samples | 30% | 10% | 60% |

Priority shall be given to the laboratories which are actively involved in the consultancy works.

For Consultancy Distribution Proposal,

The above breakup of the consultancy charges is for the internal administrative use of the University only and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.

Legal Charges for Category-2 consultancy, service tax and other levies if any for all categories of consultancy.

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4 **Administrative Structure:**

- 4.1 Dean of Consultancy service will be appointed.
- 4.2 The Dean/Principal will discharge the duties under the guidance, instructions and directions of the University authorities as may be specified.
- 4.3 The Dean/Principal will be assisted by a committee constituted and approved by the Board of Management of the University.

5 **General Consultancy Rules:**

- 5.1 All consultancy assignments by the faculty members should be undertaken with prior approval of the concerned authority / dean/ Head of the Department
- 5.2 A faculty member may be allowed to spend normally a maximum of one day per working week i.e maximum of 52 days during the calendar year for consultancy. In special case, Vice-Chancellor's permission may be sought
- 5.3 Examinations, lectures, selection committees and other professional work of the faculty members are not to be included in the consultancy.
- 5.4 The consultancy account " SSAHE Consultancy" should be maintained by the approved authority of the University.
- 5.5 All remuneration of consultancy should be received by demand draft or electronic transfer in favour of "SSAHE Consultancy" payable at Tumkur and individual faculty member should not receive any cash directly.
- 5.6 Service Tax as applicable should be paid by the client or Principal Investigator should include in the total cost.
- 5.7 For small or day-to-day consultancy works, proforma invoice can be used and the consultancy amount collected has to be deposited in "SSAHE Consultancy" account immediately or next working day.
- 5.8 Daily allowance (D.A) / Traveling Allowance (TA) are to be paid as permissible according to University rules or as per agreement with the client and PI, and it should not be included in the consultancy fees.
- 5.9 Before, accepting the consultancy job, the faculty member shall obtain the approval from the Board of Management of the University.

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Policy Review: The University undertakes to review this policy from time to time to ensure that its terms are relevant and appropriate to the prevailing conditions.

This notification shall come into force with immediate effect.

By Order



REGISTRAR
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