CONSULTANCY POLICY

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RESEARCH PROMOTION COMMITTEE
MSCB UNIVERSITY
CONSULTANCY POLICY
(Approved by the SYNDICATE dated 20th AUGUST 2022)

Title	**: MSCB UNIVERSITY POLICY GUIDELINES ON CONSULTANCY**
Issuing Authority	**: Vice-Chancellor**
Purpose of the Policy	**: The purpose of this policy is to establish consistent guidelines for Undertaking Consultancy assignments on behalf of the University.**

Preamble

Consultancy is a work of professional in nature, undertaken by the members of university in their field of expertise, for clients outside the institution, for which, in most cases, some financial return is obtained. Consultancy is well recognized as an effective way for Universities to disseminate knowledge and make an early and direct impact on society. This policy provides provisions for conducting consultancy to ensure that consultancy undertaken by the faculty is consistent with the University's strategic and operational objectives and the costs are sustainable. Consultancy is an important channel through which knowledge and expertise could flow from university to businesses and other external agencies, and it can contribute to the growth, development and productive relationship with these components of society. Consultancy activity in University may be associated with contractual relationships, including research, service contracts etc. with government and non-government organizations.

MSCB University is committed to make its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations. MSCBU University is dedicated to promote and encourage consultancy activities among its researchers as an effective way to disseminate earned knowledge and make an early and direct impact on the society. The university, therefore, encourages its faculty and staff to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the university. It provides to safeguard undertaken consultancy work, as they must be in harmony with the vision and mission of the University and also the operational objectives are implementable as well as the costs are sustainable.

Purpose

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the MSCB University's rules and procedures.

Consultancy Scope, Rules, and Norms:

1. Scope

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.

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.

1.3. All Consultancy and related jobs need to be structured and executed in the spirit of promoting MSCBU-Industry Interaction, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of MSCBU, graduates (Ph.Ds. /M.Tech/B.Tech) and in the process, generating funds.

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

Types of consultancy and related services:

Type I (**University Research Consultancy):** A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. This type of project will be expertise intensive and based on the expertise of the Consultant(s). A Research Consultancy may be the outcome of a tender or an individual negotiation.

Type II (**University Non-research Consultancy):** Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This type of project will be infrastructure intensive and will be based on extensive usage of the

MSCBU infrastructure. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc., The provision of professional services such as designing, legal and medical advice undertaken by members of faculty and staff.

Type III (Private Consultancy): In Principle a faulty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Vice chancellor/ Registrar. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the university. None of the benefits set out for University Consultancy are available to faculty and staff undertaking a Private Consultancy. It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the University who is carrying out the work, and that the University has no responsibility or liability what so ever in the matter.

A staff member conducting a Private Consultancy must ensure that the following criteria are met:

(a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;

(b) The use of University trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies;

(c) No University facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy

(d) The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved.

(e) University is not bound by any agreement (written or otherwise) relating to the Private Consultancy.

(f) The staff member agrees to indemnify University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity.

(g) The staff member declares any real or potential conflict of interest to their manager.

Standard Operating Procedure

1. **Submission/Application of the proposal:** The clients/faculty desirous of a consultancy work should put up the Consultancy Proposal, mentioning title, scope,

and duration of the proposed consultancy as well as the amount of consultancy charges to be 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 MSCBU Finance and Administration. Work on a consultancy project shall be undertaken only after the prior approval of the competent authority of the MSCBU.
- Applications to offer Consultancy are required to be routed through proper channel.

2. **Review of the proposal:** The review of the application so submitted**, needs to be reviewed ad follows:**
    - Proposals less than 1 lakh may be directly approved by Vice Chancellor once it is routed through R & D director by consultant/or faculty.
    - Proposals for higher consultancy assignments may be reviewed by a committee, comprising a segment of the Director, R & D, Senior Professor from relevant field Registrar & COF of the University.
3. **Approval of the proposal :** All University approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies. In this regard Vice Chancellor's decision is final.
4. **Execution of Consultancy project:** It is essential to provide an effective framework to ensure smooth implementation of consultancy projects in the context of academics and R & D activities. Consultancy projects are normally initiated by requests/enquiries from the industry/company/firms/agencies directly to the university or by discussion between the industry/firm/company and the Consultants.
    - When the enquiry is directly received, the work will be assigned to specific consultant/or groups of consultants depending on their expertise, and existing commitments.
    - In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person with the approval of the Vice Chancellor, MSCBU.
    - All the official letters including acceptance letter/communications will be sent by the Registrar, MSCBU to the agencies with due approval from the Vice Chancellor, MSCBU.

- No change in the budget will be made once the proposal is finalized. But, a revised estimate can be submitted if the objective/scope is modified. However, such things need approval of the Vice chancellor

5. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the head of the office through proper channel and approval thereof.

6. Duration of Consultancy: The total time invested in consultancy activity must be less than that which is equivalent to 48 working days per academic year. The duration of any consultancy activity will be limited to that mentioned in the approved agreement. Any extension of consultancy work would require prior permission of the Vice Chancellor, MSCBU. The consultancy cannot be at the cost of the duties of the said faculty member at the MSCBU. Ideally, a faculty member is permitted to spend on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants can utilize holidays.

7. Financial implications: The minimum total budget for a consultancy project must be ₹ 10,000/-. However, due to the locality of the University, free consultancy, where applicable, is also encouraged. MSCBU Overhead Charges are approximately set at a flat 10% for projects not requiring use of laboratory resources, and 20% for those that need use of MSCBU laboratory or other facilities. Other financial liabilities may be decided by the R&D cell, case by case and approved by the Vice Chancellor. Although a faculty member is free to charge whatever daily fee deemed appropriate, it is recommended that a minimum daily fee for Scientific / Technical / Professional Advice be no less than one percent (1%) of the faculty member's CTC.

8. Recruitment of temporary staff for Consultancy Projects shall follow existing University norms and rules for project staff recruitment.

9. 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.

10. Exemptions and Variations

Exemption, if any and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy application coversheet, and approved by the relevant University authority.

11. Code of Conduct

- **For Consultant**: The conduct of the consultant during the consultancy work must conform to the reputation of the university.

- **For Client:** The clients receiving consultancy services would not be entitled to use the university name, logo etc. in any form without prior permission of the Vice Chancellor.
- The university will be entitled to take disciplinary action for any misconduct/violation of norms during the consultancy.

12. Dispute Redressal and Resolution

Issues related to lack of clarity on any matter/ ambiguity/subjectivity in interpretation/conflict of interest, at any point of time, must be reported to the Director R & D, MSCBU. The Director, R & D with due consultation with Vice Chancellor may call for amendment or revision of this policy document as deemed appropriate. In this regard the decision of the Vice Chancellor, MSCBU will be final and binding.