



Nov 24, 2017

NOTIFICATION NO: 088

SUB: GUIDELINES FOR CONSULTING SERVICES

Traditionally the economic viability of a university was vastly dependent on the fee income, Governmental grants and State and/or Central budgetary provisioning while the responsibility to provide education was primarily that of the Government for decades after independence. However, the scenario has undergone significant metamorphosis and today the domineering feature of India education is the private investment which is quite truly from charitable sources where the return on investment is not good enough to attract private/overseas investors. This obviously leaves a great gap in the viability of the universities obviously compelling them to find alternative earning avenues while the fee is also largely controlled by the Government.

Hence, one of the most important means of bolstering the revenue is by making available the academic knowledge and expertise of the faculty/ staff individually or collectively to external organizations, including government, public sector bodies, community groups and businesses.

The faculty members of the University are sporadically coming up with some proposals to provide consulting services to external organizations and naturally expect a fair share of the revenue generated. Hence, it is proposed to have the requisite broad guidelines for consulting services provided by University faculty and staff:

- a) Any faculty or staff engaging in consulting activities shall protect the name and brand of the University and indemnify the University legally against any liabilities directly or indirectly arising out of the consulting engagement. Consulting engagements shall be entered into only in areas that enhance the prestige and brand of the University.
- b) The consulting engagements shall not affect the teaching or other academic and administrative responsibilities and prior research/ consulting commitments of the consultant.
- c) The consulting engagement shall be through a tripartite agreement among the client, the faculty & the University.
- d) A consulting engagement with a budget of Rs. 5 lakhs or more shall have the approval of the Vice Chancellor. Otherwise, the Consulting engagement shall have the approval of the Dean of the respective School.
- e) All payments for consulting engagements shall be routed through the University unless the customer is unable to do so due to compelling intellectual property or other legitimate reasons. If the amount is credited directly to the consultant, then full disclosures shall be made to the University with documentary evidence and the percentages specified in the following guidelines shall be transferred to the University account immediately upon receiving each installment of the consulting amount.
- f) A detailed budget for each consulting engagement showing the costing estimates including equipment costs, consulting fees, manpower costs other than those of the consultants, travel



- and incidental expenses, consumables, University overheads, etc. shall be submitted and approved before the start of the consulting engagement.
- g) If a consulting engagement must employ the services of an external consultant, the fees to be paid to external consultants shall be commensurate with their credentials and market rates and such fees shall be shown in the budget and approved in advance by the Office of the concerned Dean.
 - h) No Consulting engagement shall be entered into without a University overheads component of at least 20% of the overall budget. If the percentage is less than 20%, a specific prior approval shall be obtained from the Vice Chancellor.
 - i) A percentage of the consulting fee received for an engagement, as specified from time to time by the Board of Governors, shall be the share of the consultant/s. At present, the percentage is 70%, if University infrastructure & equipment are not utilized for the consulting engagement and it shall be 60% if they are utilized. In the case of multiple consultants, the sharing of Consulting fees and overhead amounts shall be as per the consensus reached by all the consultants before the start of the engagement.
 - j) A percentage of the consulting fee received for an engagement, as specified from time to time by the Board of Governors, shall be credited to the Professional Development Fund of the Principal Investigator(s) of the project. At present, the percentage is 10%. The consultant is free to accumulate or spend the portion credit to his/her Professional Development Fund for any legitimate professional purpose such as conferences, travel, hiring of temporary staff or equipment purchase provided proper documentation and accounting practices are followed.
 - k) The amount received for a consulting engagement shall not be drawn in advance by the consultant.
 - l) No employee of the University, whether full- time or part-time, regular or visiting, shall be shown as an external consultant for a consulting engagement to avoid the University's share of the fees and overheads. Such a person may be shown as a co-consultant whose payments are subject to deductions for the University's components of fees and overheads.

The Guidelines above shall come in to force with immediate effect and shall apply to all consultancy projects taken up so far as well.

By the Order of the Board


Vice Chancellor

To: The Registrar/ CFO/ CoE/ All Deans/All HoDs/ All Chairmen/ All faculty members