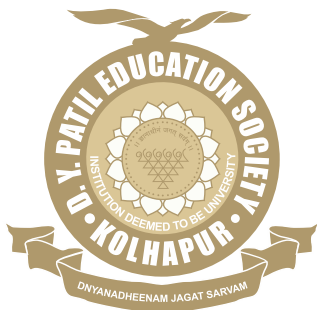


# CONSULTANCY POLICY



**D.Y. PATIL EDUCATION SOCIETY**  
**[Deemed to be University], Kolhapur**  
Re-accredited by NAAC with 'A' Grade

# **Consultancy Policy**

## **1. Preamble**

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 relationships with these components of society. Consultancy activity in D. Y. Patil Education Society (Deemed to be University) Kolhapur, may be associated with contractual relationships, including research, service contracts etc. with government or non-government organization in lieu of a fee. The university, therefore, encourages its faculty to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the university.

## **2. Purpose**

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

## **3. Definitions and Scope**

Consultancy is work of a professional nature, undertaken by members of the University in their field of expertise, for clients outside the institution, for which some financial return is obtained. The consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of the University resources. It would be an additional management responsibility for the University, and would involve extra work for existing university staff. Therefore, the University will charge apart of the consultancy fee from the member of the University who is engaged in consultancy. Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document

#### **4. The Policy**

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- a) There should be a demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b) The Consultancy must not be in conflict with the University policies including those governing employment; such as the Code of Conduct Policy.
- c) The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation.
- d) At a minimum, the on-cost charges set by the University must be applied to all project budgets. All Consultancies are required to include overheads.
- e) Staff members shall not undertake external research activities where no formal agreement has been authorized by the University unless they are on leave without pay, approved by the University. Such faculty may not use their DYPES affiliation or academic title when providing research services that are not approved by the University.

#### **5. Exclusions**

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of the intellectual level of the society at large. Such activities, among others, would be:

- a) External examinership
- b) Lectures and conference presentations
- c) Editorship of academic journals or the publication of academic articles
- d) Royalties from authorship and publication of books
- e) Professional arts performances
- f) Charitable services
- g) Any other as decided by the Vice Chancellor

## **6. Duration of Consultancy**

- a) The total time invested in consultancy activity must be less than that which is equal to 30 working days per academic year.
- b) The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
- c) Any extension of consultancy work would require prior permission of the Vice Chancellor.

## **7. Approval of Consultancy Activity**

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel for prior approval, who will have the right to make the decision to accept or decline the proposal.

## **8. Conflict of Interest**

- a) Engagement in consultancies must not create any perceived or actual conflict of interest.
- b) Conflict of interest, if any, must be immediately reported to the Vice-Chancellor.
- c) A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of the University as defined by the Vice Chancellor.

## **9. Income Distribution**

- a) If the university incurs a cost for allowing the consultancy, it will be deducted by the university from gross income from consultancy before splitting the net income between the consultancy provider and the university.

- b) The member of the University providing consultancy would be entitled to retain 60% of the share while the university will retain 40% of the net income in case of science and technology-related assignments and 70% to member and 30% share to the university for other assignments.
- c) If the gross income from a consultancy work is below a certain amount in any financial year, then the university may lower/forego its part and residual income will be retained by the consultancy provider. This amount will be notified by the university and may be revised from time to time.
- d) The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
- e) All financial transactions related to consultancy will be cashless through bank transfer to/from appropriate University account. The University will make the appropriate payment to the consultancy provider as per rules.
- f) If the consultancy is generated and implemented by efforts of entire department then 30% of the total amount shall be provided to the concerned department. Its utilization within the department will be allowed as per the written recommendation of the Departmental Committee.

## **10. Code of Conduct**

- a) The conduct of the employee during the consultancy work must conform to the prestige and reputation of the University. The University will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- b) Original copies of all documents related to all consultancy services undertaken by its employee must be in possession of the University for allowing appropriate processing for financial accounting and audit purposes.

- c) 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.

### **11. Consultancies with Other Tertiary Institutions**

Full-time members of the University staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Vice Chancellor.

### **12. Intellectual Property**

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy of the University.

### **13. Reporting**

Staff Members must report their Consultancy and outside services to the university annually, and to the extent required, make disclosures required by the Conflicts of Interest Policy or Declaration of Outside Interests.

### **14. Implementation and Procedures**

- a) Procedures that are not inconsistent with this Policy may be adopted by the Finance Committee and the Board of Management.
- b) The Vice-Chancellor shall have wide authority and discretion, within the confines of (1) the University's Charter and any Regulations, Ordinances or other provisions made, (2) this Policy, and (3) any procedures established by the Board of Management, to adopt administrative processes, guidance, forms and interpretations necessary to effectively implement this Policy and any procedures enacted.

## **15. Dispute Redressal and Resolution**

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Vice-Chancellor, whose decision will be final and binding. The Vice-Chancellor may, at any point of time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.