

KARNATAK UNIVERSITY DHARWAD



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GUIDELINES GOVERNING CONSULTANCY SERVICES OF KARNATAK UNIVERSITY, DHARWAD

2021-22

EXPERT COMMITTEE TO FRAME CONSULTANCY POLICY

(Constituted as per KU/PMEB/2020-21/216/801 dated: 22-03-2021)

MEMBERS OF THE COMMITTEE

1. Dr. Shivappa. Dept. of KIMS. KUD - **Chairman**
2. Dr (Smt). A. N. Tamragundi, Dept. of Commerce, KUD - **Member**
3. Dr. H. S. Ramane, Dept. of Mathamatics, KUD - **Member**
4. Dr. R. R. Kulkarni, Dept. of KIMS, KUD - **Member**
5. Dr. Lokesh Shastri, Dept. of Chemistry, KUD - **Member**
6. Dr. Vijaykumar G. Gurani, Dpt. Of Computer Sciences, KUD **Member**
7. Dr. S. T. Bagalkoti, Director, IQAC, KUD - **Special invitee**
8. Dr. M. David, Director, PMEB, KUD - **Convener**

Guidelines Governing Consultancy Services of Karnatak University, Dharwad (Framed under Sec. 40(1)(n) read with Sec 29(2)(g)(iii) of the KSU Act 2000)

1.0 Preamble

Consultancy is an important channel through which knowledge and expertise could flow from University Staffs to Institutions, Companies, Societies, Trusts and Individuals and it can contribute to the growth, development and productive relationships with these components of society. Consultancy is work of a professional nature, undertaken by the University staff in their field of expertise, for clients outside the institution, for which some financial return is provided. Consultancy activity in Karnatak University may be associated with contractual relationships, including research, technology, service contracts involving special knowledge, skills or expertise of staff in their respective disciplines in lieu of a fee to the Institutions, Companies, Societies, Trusts and Individuals. The University, therefore, encourages its staff members to engage in consultancy wherever appropriate, and in a manner that is in conformity with their service agreement with the University.

The objective of Consultancy Guidelines/Policy is to promote academic, industry and research interaction and to encourage and facilitate University staff to provide knowledge inputs to Institutions, Companies, Societies, Trusts and Individuals. This policy is intended to provide a clear framework for those university staff engaged in, or who wish to engage in, consultancy.

1.1 Consultancy – Definition and Scope:

- (a) Consultancy is a professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.
- (b) Scope:

- (i) Consultancy is the work of a professional nature, undertaken by the University staff in their field of expertise, for clients within and outside the institution, for which some financial return is provided.
- (ii) A contracted output which may be partially or wholly owned or possessed by the client.
- (iii) The University normally does not have the freedom to publish the results for consultancy data, details or procedures etc.
- (iv) It tends to be governed by short-term contracts, makes minimal use of university resources and involves extra work for existing staff members rather than the employment of new staff members.
- (v) Consultancy for the clients within and outside the University or in which a member of staff may have an interest are also included within the scope of these guidelines.
- (vi) Staff members are required to ensure that they comply with the university's administrative policies and procedures when undertaking any work for consultancy.

2.0 Purpose of Consultancy and Types

The prime purpose of consultancy is not to generate new knowledge, but to serve as a catalytic agent to create the new knowledge. All consultancies will be channelized through the University Consultancy Cell. The consultancy work can be undertaken individually or by the department or by a group. The types of consultancies may include;

- (a) Know-how transfer
- (b) Privately funded developmental work
- (c) Benchmark Surveys
- (d) Testing and Certification
- (e) Standardizing, benchmarking
- (f) Turn-key projects

- (g) Market Research
- (h) Financial Consultancy
- (i) Environmental/ Geological/ Geographical/ Marine Biological
- (j) Health & Hygiene
- (k) Statistical Analysis
- (l) NGO & Other Social Organizations

3.0 Approval of Consultancy Activity:

All consultancy projects/assignments individually or in groups in the various Departments/Constituent Colleges/Centers of the University shall be addressed to the University Consultancy Cell through the Chairperson/ Principal/ Administrator and through the Deputy Registrar (in case of non-teaching staff). The Committee of the Consultancy Cell will scrutinize the proposal by direct interaction with the staff members or the group involved in the Consultancy work within 15 days after receiving the proposal. After scrutiny of the proposal the final decision of the Cell in regard to approval with terms and conditions of the Consultancy work shall be communicated to the concerned staff member or group.

4.0 Permitted Level of Consultancy

In a year the University staff member would be permitted to engage herself/himself in consultancy activities up to a total of 52 days, which include Saturdays, Sundays as well as vacation period. In exceptional cases the University Consultancy Cell may allow up to 70 days in a year to facilitate completion of any ongoing assignment.

For counting the number of days spent on consultancy assignments, minimum unit will be half a day, implying that any consultancy assignment up to 4 hours duration would be treated as half a day, even when the actual involvement may be for a lesser duration.

5.0 Contractual Requirements

The University shall be liable for the acts and omissions of its staff members during the execution of the work relating to consultancy service even if such acts or omissions are not directly covered by the agreement involving the University. The Cell will coordinate such work and assist the University in taking proper decision in case where such need arises.

6.0 Maintenance of Records

All staff members are required to maintain proper records of consultancy work undertaken by them and if required, maintain a diary in this context. All consultancy work shall be signed by the individual consultants or the department or group concerned and countersigned by the Co-ordinator of the Cell.

7.0 Structure of Consultancy Cell

University Consultancy Cell shall be constituted with the following members:

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| (a) Vice-Chancellor | Chairman |
| (b) Registrar | Vice-Chairman |
| (c) Deans of All Faculty | Members |
| (d) Two Professors | Members |
| (e) Finance Officer | Member |
| (f) Co-ordinator, Consultancy Cell | Member |
| (g) Director, PMEB | Member Secretary |
- (Two Professors shall be nominated by the Vice-Chancellor)

8.0 Cost and Income Sharing

8.1 An Estimate of Expenses of the consultancy work, towards the travel, services, equipment, documentation, surveys and preparation of the final report etc., has to be submitted to the Cell along with the proposal.

8.2 After the completion of the consultancy work, and receiving the consultancy fees or charges the amount will be shared in the following ratio:

(a) The general consultancy without direct involvement of the department it will be shared in the Ratio of 70:30 between the Individual and the University.

(b) In other cases, it will be shared in the following ratio:

Researcher/Consultant or the Group	60%
Department fund	20%
The University Fund/ Consultancy Cell	20%

The amount will be received by the University Consultancy Cell and distributed in the ratio shown above.

9.0 Code of Conduct

9.1 The conduct of the staff during consultancy work must conform to the prevailing rules and regulations of the University. The University will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.

9.2 Original copies of all documents related to all consultancy services undertaken by its staff must be in possession of the University Consultancy Cell for allowing appropriate processing for financial accounting and audit purposes.

9.3 The clients receiving consultancy services would not be entitled to use the University name, logo, etc. in any form without prior permission of the University.

10.0 General Guidelines for Policy Implementation

10.1 The University departments should undertake consultancy work and carry out the work of Know-how transfer, privately funded developmental work, Benchmark Surveys, Testing and Certification, Standardizing, Benchmarking, Turn-key projects, Market Research, Financial Consultancy, Environmental/ Geological/ Geographical/ Marine Biological, Health & Hygiene, Statistical Analysis, NGO &

Other Social Organizations for the clients through the University Consultancy Cell.

However, the nature of the consulting work undertaken should not detract the image of the University or the professional stature of the faculty member. Consulting obligations undertaken should conform to this objective.

- 10.2 The proposal should be spell out in detail the job/work to be carried out, the methodology/work plan for doing the agreed task, modus operandi, infrastructural needs and the involvement of the teaching/non-teaching staff with their share of load with the consultancy work.
- 10.3 The approved proposal for the consultancy services/practices along with requisite information in respect of modus operandi and total charges for consultancy proposals should be sent by the Consultancy Cell to, (i) Vice-Chancellor, (ii) Registrar, and (iii) Finance Officer.
- 10.4 The University Consultancy Cell in consultation with the concerned consultant or Department shall decide whether the proposal falls under individual consultancy or institutional consultancy. All proposals under the category of individual consultancy can be undertaken without affecting the normal duties assigned to teaching/non-teaching staff members and even the departmental work.
- 10.5 An appropriate balance between teaching, research, training, project and consulting is to be achieved. Excessive time spent on one of the activities at the cost of any of the other activities would not be desirable, either for the University or for individual staff members. The consultancy activities that may adversely affect staff involvement in teaching, research, training, and project activities would not be entertained.
- 10.6 Any remittance for consultancy service/practice should made in the name of Finance Officer, Karnatak University through cheque/DD/e-transfer. In turn, the distribution shall be made by the Finance Officer as per the directions issued by the Registrar.

- 10.7 In no case the total amount for consultancy accepted by each teaching/non-teaching staff during the financial year shall exceed his/her annual basic pay during the same period.
- 10.8 In case of non-teaching staff, other than those serving in the University Departments, the Registrar, Karnatak University shall be the approving authority.
- 10.9 The income earned by any individual from consultancy will be taxable as per the prevailing tax rules of Income Tax Department, Government of India.

11.0 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 this policy shall be dealt with as per university rules.

Acceptance and carrying out of any consultancy work which is in violation of these guidelines will amount to misconduct on the part of the consultant. If any such case is reported the Vice-Chancellor shall, offer a due inquiry, impose appropriate penalty subject to the approval of the University Syndicate.
