

ದಾವಣಗೆರೆ  ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
DAVANGERE University
Shivagangotri, Davangere-577007 Karnataka.

**Policy Document On
CONSULTANCY**

With effect from Jan 2020, Version 1.0

Consultancy Policy

Preamble

Revenue generated under consultancy by the University is an important type of commercial (paid for) knowledge service in which Higher Education Institutions contribute to industry, business, and government. Davangere University recognizes the significance of consultancy and encourages qualified and competent staff to start and implement consultancy projects based on specialist expertise and higher end sophisticated equipments. Davangere University is dedicated in providing assistance to those staff to make possible engagement in consultancy projects and services by having suitable policies, procedures, and approval mechanisms in place.

This policy aims to set up the consultancy approval and management structure. It includes the following:

- Definition of consultancy projects.
- Eligibility.
- The pricing of consultancy projects
- Budget administration.
- Financial rewards for staff and the University.

Definition of consultancy projects

Consultancy projects are paid for services that qualified and competent individuals, or teams of, staff undertake to contribute to industry, business, or government of Davangere University. Consultancy projects often involve additional work for individual staff members rather than the employment of new staff. For consultancies that require additional support from external service providers Service providing contracts should be signed to properly identify the roles of those service providers and the intended outcomes of the project.

Eligibility

Davangere University staff who are talented and efficient of delivering consultancy projects are qualified to conduct consultancy work provided that the intended consultancy work stands to enhance the reputation of Davangere University. The approval process for establishing and conducting consultancies includes all of the following:

The member of staff (or the team) wishing to undertake the consultancy work has approval from the Consultation committee either faculty or in the case of a team of more than one Faculty/Centre/Department. The member of staff (or the team) wishing to undertake the consultancy work has

- Approval from the IQAC and Consultancy monitoring Committee of the University and approval by the authorities, prior to any commitment to the client, so that the University can assess whether they have the required expertise, capability and capacity to carry out such consultancy to its successful venture (conclusion). The consultancy work should be planned and agreed with the relevant or related faculty.
- The Committee will assess the candidate whether such work can be managed alongside the normal duties of the faculty/department, and to assess any possible risk from undertaking such consultancy project.

The consultancy work budget must be properly costed so that it does not add any expense to the normal university budget (see below consultancy projects pricing). The consultancy contract is signed off by the staff member/s involved and approved by the **IQAC /Consultancy Monitoring Committee and Authorities** before any work is undertaken.

Consultancy projects pricing

All consultancy contracts are necessary to be costed in accordance with a schedule of agreed rates. These rates will reflect the obligation for the University to apply full economic costing to consultancy activities. Guideline rates will be provided by the University to help staff estimate the consultancy project budget. The IQAC and the committee has the responsibility to suggest guideline rates, to seek Vice Chancellor approval for such rates and Vice Chancellor's decision is final in this regard.

Budget administration of consultancy projects

The budget administration of agreed consultancy projects must be in-line with Davangere University financial process necessities. The same procedures that apply to funded research projects are to be followed to administer the agreed consultancy projects.

Financial rewards for staff and the University

The University recognises and values the work of staff to generate and service consultancy contracts. Individual members of staff undertaking University consultancy in addition to their normal workload, and who are otherwise meeting their objectives, will be recompensed as per the following schedule:

- a. For a member of academic staff in the Faculties (excluding staff of Research Centres) delivering University consultancy in addition to normal teaching workload, income will be distributed as follows:

Gross Income MINUS direct labour costs, travel, materials, equipment or other direct non-labour costs = Net Income. **50% of** net income to Faculty and **50%** of net income to University

- b. For other members of staff delivering University consultancy in addition to normal workload, VC approval is required prior to the commencing of the project delivery to be entitled to the same income distribution as above.
- c. Research Centre staff are not normally entitled to the above reward scheme as the delivery of consultancy projects is expected to be part of their normal work.
- d. In order to identify the faculty funds raised through consulting activities of its staff, a separate account (within the University finance system) will be established for each faculty into which the faculty component of the net income specified in item number (a.), above will be deposited. Expenditure of such funds will be at the discretion of the University of the faculty and remain subject to normal University approval processes.
- e. Number of consultancy visits or knowledge delivery per week is not restricted to but should not affect the bound duties of the department or the University.
- f. With the due approval the consultancy service to be implemented and the same to be reported to the authorities and the IQAC.
- g. The duration of consultancy to be specified in the agreement. Premature closure can be done upon approval prior to which both parties should mutually agree and documents to be provided.
- h. Utilization certificate should be given by the other party and same to be submitted to the IQAC and authorities.
- i. Closure certificate can be issued by the University upon completion of the formalities.
- j. Application certificate has to be issued by the consulted party to the staff of the University.

Disputes

The consultancy committee and the authorities in presence of both parties would resolve the issues if any.

Monitoring Committee:

Vice Chancellor: Chairperson

Registrar: Member

Finance Officer: Member

Dean of concerned faculty: Member

Senior Professor of the Faculty: Member

Consultancy Committee members

IQAC (NAAC) Coordinator: Member

IQAC Director: Member Secretary

Consultancy Committee (Case by case)

1. Finance Officer
2. NAAC Coordinator
3. IQAC Director


Registrar
Davangere University
Shivagangotri, Davangere.