



## **VMRF-DU - CONSULTANCY POLICY (2018)**

VMRF-DU has a vision to provide research driven environment and facilities to the students and faculty in the university. This document draws policy guide lines in regard to consultancy projects in the university and its constituent units.

This policy has been approved by the Board of Management – VMRF-DU

### **1.0 Background**

VMRF-DU University has strong focus on value based research focusing the benefit of the society. VMRF-DU believed that expertise by the university should not only being used to improve the teaching learning but also be used to benefit the larger part of the society. In order to motivate university faculties and staffs to share their knowledge and expertise for betterment of Society, University shall permit consultancy and project/work in industry, corporate sectors and other organizations by the university faculty and staff members. The staff may use material resources of the University and its constituent colleges for such Consultancy Work. The university shall share the monitoring benefits occurring out of such work/association/assignments with the concerned staff.

### **2.0 Consultation Category**

Following activities will fall under the consultancy-

- I. For development of a product/part of product or services for any individual industry or organization external to the university and its constituent colleges/units shall fall under consultancy where one or more university staff works for such development for a pre agreed cost and period.
- II. For modification, augmentation or alteration of any product or process or services where one or more university staff extend their active participation for such job.
- III. Any kind of professional advice given by one or more staff of the university to external organization/firm/individual for a pre decided cost and time.
- IV. Any research work undertaken by one or more staff of the university for any external individual or organization to develop product or process or services.



VINAYAKA MISSIONS RESEARCH FOUNDATION  
Deemed to be University  
(Declared Under Section 3 of the UGC Act, 1956 )

- V. Conduct of any special courses, delivery expert advice/discourse for a fee to any outside organization/individual.
- VI. Any royalty of fees received for any Intellectual Property by a staff and any fees received from outside.

### **3. Process of Consultancy Projects**

Research Directorate/ Office of the Research in the university will be the nodal agency for any consultancy activity in the university research development. The concerned constituent colleges/Units will be the administrator and custodian of all documents for consultancy. The copy of the same should be submitted to research Directorate of University. Any staff, department or faculty may initiate the ground work and explore such possibilities. After the basic ground work it should be reported via file/documentation through proper channel to University research directorate for approval. Research Directorate will survey/preliminary inquiry and put up the matter for approval to the VC who may call in person or he may form a team with research directorate for further discussion.

After the negotiation and on arrival on agreement an Agreement Form will be initiated as per the format given at Appendix A by the Research Directorate. The format gives just the guidelines. It may be changed at the description of the Vice Chancellor. It will be signed by the client and Registrar on behalf of the university. The payment received for consultancy will be deposited by the client/constituent colleges/units in university bank account as per terms of the agreement.

In case of faculty and/or university staff going for conduct of special courses/workshops, expert discourse on behalf of the university agreement form will not be raised.

Money received from such consultancy event will be deposited in the Constituent colleges/university Account Section.

### **4.0 Revenue Sharing**

Consultancy projects received by the various departments if University constituent colleges from private and public organizations/agencies have been categorized into two viz.,

- 4.1 Total cost of consultancy project is predefined



VINAYAKA MISSIONS RESEARCH FOUNDATION  
Deemed to be University  
(Declared Under Section 3 of the UGC Act, 1956 )

- a. **Overhead charges:** Usually, ten percent (10%) of the revenue of the project will be charged as overhead payable to the University and paid to the University research Account. The rest of the revenue will be shared as follows:
- b. Consultancy project with a substantial contribution by the Investigator(s) and no resources of the institution/units (like labs, computer, software etc utilized), the 'consultancy fee' shall be divided between investigator(s) and the department/institution/units with University in 60:40 ratio. The 60% of the 'consultancy fee' for investigator(s) shall be divided in 2:1 ratio between the PI and Co-PI (in case of more than one investigators)
- c. Consultancy project utilizing the resource of the University/Institutions such as laboratory facilities, computing facilities, drafting and other facilities, the share of the institute will be 60% of the total consultancy amount received and 40% of the 'Consultancy fee' for investigator(s) shall be divided in 2:1 ratio between the PI and co P I
- d. The institute share ( as stated in 4.1b and 4.1.c shall be divided between the institute and the department concerned in 50:50 ratio. The 50% of the department share shall be credited to the department budget if any.

4.2 The work or laboratory experiments are chosen by the party (individual/public/private organization)

- a. In this case , the 'consultancy fee' refers to the total charges of tests conducted for the particular consultancy project/work. The charge / fee for all and every test/experiments are pre defined by the department/institute concerned and must be approved by the University
- b. The 'consultancy fee' shall be divided between the investigator(s) and the institution in 60:40 raio.
- c. Twenty (20) percent of the 'consultancy fee' received by the investigator(s) shall be given to the laboratory Assistant(s)/Technical Assistants involved in the project, if any.



VINAYAKA MISSIONS RESEARCH FOUNDATION  
Deemed to be University  
(Declared Under Section 3 of the UGC Act, 1956 )

- d. The institution share shall be divided between the institution and the department concerned in 50:50 ratio. The 50% of the department share shall be credited to the department budget if any.

*\*The maximum limit to be claimed by faculty under 4.1 & 4.2 to be Rs.5 Lakhs ( Five Lakhs rupees only) per year including applicable taxes.*

#### **5.0 Contingency incurred**

Any contingency expenses incurred in respect of consultancy project will be met from the funds received from the same consultancy project. The fund left after deducting such expenses will be considered as net gain from the consultancy work.

#### **6.0 Staff Appraisal**

Consultancy work done by the staff will be entered in the Appraisal Report of the staff and will be given extra weightage in arriving Performance Index

#### **7.0 Final Report**

After completion of the consultancy work a detailed report will be submitted by concerning staff in writing to University Research Directorate in which he should mention complete details of work, resources of university used resources from outside, results and feedback of the second party for whom the task was undertaken.

#### **8.0 Declaring the conflict of Interest**

Faculty/ Staff undertaking consultancies, whether privately/independently or through University/Institutions/Units, must comply with the University's policy on Conflict of Interest and the same should be declared by both the parties.

***Engaging in private professional practice by health care professionals after office hours are exempted from the policy.***



VINAYAKA MISSIONS RESEARCH FOUNDATION  
Deemed to be University  
(Declared Under Section 3 of the UGC Act, 1956 )

**Appendix A**

**Agreement for Consultancy**

An agreement is drawn between  
....., **VMRF-DU**  
**(First Party)**

and

.....  
.....  
**(Second Party)**

Where in it is agreed that Vinayaka Mission's Research Foundation - Deemed to be University shall provide Consultancy Services to the second party as per following terms

**Description of consultancy Services:**

**Time From :** ..... **To :** .....

**Coordinators and consultancy providers**

.....  
(From First Party)

.....  
(From Second Party)

**Cost of Consultancy to be Paid by Second Party**

**Payment will be made as per following terms**

.....  
**(Signature of 1<sup>st</sup> Party)**

.....  
**(Signature of 2<sup>nd</sup> Party)**

.....  
**Registrar**  
VMRF-DU

For official use by VMRF-DU University

**Disposal of Consultancy Fees**