

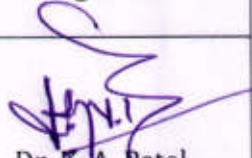

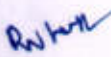
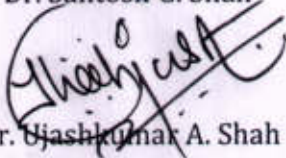
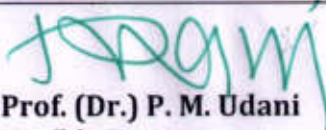


“Consultancy Policy”
at
Sankalchand Patel University
from the Academic Year 2023-24

Prepared By (Name and Sign)	Verified By (Name and Sign)	Registrar
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Prof. (Dr.) P. M. Udani
Hon'ble Provost

Version 1.0, June 2023



"Established as per the sec 2(f) of UGC act 1956."
ISO 9001 : 2015 CERTIFIED

Centre for Research & Innovation

Sankalchand Patel University

Sankalchand Patel Vidyadham, Ambaji-Gandhinagar State Highway, Visnagar-384315.
Dist: Mehsana, Gujarat (INDIA)

Consultancy Policy

❖ **Preamble:**

Constant and fast-paced changes in the global economic scenario and the mission of the University gives impetus to a constant effort; to bring the learning of the real world to be incorporated in the higher education system. The University encourages and promotes faculties to take consultancy assignments in addition to the teaching and research work which will ensure significant value addition to not only the profile of the University but also build up a mechanism for continued engagement with industry requirements and the community at large. The focus is on creating a conducive environment for mutually beneficial opportunities for collaborative search, consultancy services, and knowledge generation which is able to enhance the quality of life, from national, global, as well as regional, and local perspectives.

❖ **Objectives**

Promote academic, industry, and research interaction and encourage and facilitate its faculty to provide knowledge inputs sought by industry, government agencies, or other research organizations.

❖ **Salient features of the Policy**

- Enrich scholastic aptitude as well as professional knowledge of the University Staff apart from financial incentives.
- Augment the university resources, promote university academy alliance and contribute to rapid socio-economic transformation.

- Encourage staff participation in consultancies that bring opportunities and benefits to the University and its staff.
- Facilitate and support the delivery of high quality services to meet the needs of clients.
- Enhance collaboration and future partnerships.
- Lay down the norms for undertaking consultancy work and its facilitation in accordance with the University's rules and procedures.

❖ **Facilitation:**

- SPU shall attempt to provide an atmosphere conducive to undertaking consultancy by all interested and motivated faculty members in their areas of competence with the broader objective of sharing specialized knowledge and skills by faculty of the university to meet the needs of industry, government, and other research organizations.
- SPU shall endeavor to sensitize all concerned with responsibilities as well as benefits of the consultancy program and its outcomes within the overall framework of the university's mission.
- This policy shall apply to all SPU faculty members involved in consultancy. This policy on consultancy is subject to review by the University Authorities. The university may announce details of implementing procedures for this policy from time to time.
- The consultancy work may be assigned by the university to faculty members in their area of competence based on requests referred to the University through the Centre for Research and Innovation with the concurrence of the President - Sankalchand Patel University Trust.
- The consultancy work is taken up through suitable agreements entered into by the university or its constituent units such as centre or departments or individual members of faculty with the recommendation of the respective constituent unit head and approval of the Registrar of the University with the concurrence of the Provost - Sankalchand Patel University.

❖ **Agreements for consultancy:**

- As a minimum, the agreement will address the scope of consultancy, deliverables, mutual responsibilities, time schedule, financial terms, communications, resolution of disputes, confidentiality, IPR issues, and appropriate indemnities. In simpler cases, even a letter form of agreement may be followed. Normally, consultancy assignments would not involve the transfer/ licensing of IPR.

- The university may permit agreements between the consulting academic member and sponsoring organization, with prior approval of the Registrar of the university for terms of such agreement and subject to resolution of possible conflicts including dislocation to other responsibilities of the consulting academic member or dislocation to academic programs. The grant of permission by the university to the individual faculty member to enter into a consultancy agreement will be subject to the concerned member's commitment to comply with the academic, business, and ethical standards, priorities, and discipline of the university.

❖ **Responsibilities and Privileges of Faculty Members:**

- SPU faculty can engage in consultancy as long as it is within the framework being labeled ethical and does not involve any unresolved conflict of interest.
- SPU faculty can spend any one day of the week for consultancy work without affecting the academic activities and subject to provisions specified herein. In case greater engagement than above is demanded, specific approval may be granted by the university based on the merits of each case.
- SPU faculty can engage in the establishment of a company with the permission of SPU authorities.
- SPU faculty having consultancy projects are entirely responsible for the completion of the consulting work. He/she shall ensure that all requirements of sponsoring/ funding agency in respect of reports, financial statements, and other deliverables are met in a timely manner.
- SPU faculty having consultancy work are fully responsible for the staff working on the project.
- SPU faculty having consultancy work/project will ensure payments for all the SPU facilities used in the consultancy work as per norms decided by the University authorities from time to time.
- Wherever relevant and applicable, SPU faculty shall provide copies of tax invoices, and all other expenses incurred with respect to the research activity shall be maintained and made available as and when required.

❖ **Administrative and other support:**

- The university will facilitate appropriate administrative and other support as may be needed case by a case basis that may include support for the processing of proposals, use of technical facilities, provision or recruitment of support staff, documentation, financial administration, or even procurement support as may be relevant in each case and for the scope of consultancy.

- **Reporting Progress:** The faculty members who take up consultancy assignments shall periodically keep the Registrar of the university informed on the progress and submit report on satisfactorily completing the assignment along with copies of communication to this effect by the sponsoring agency

❖ **General Points to be taken into consideration:**

- Consultancy means an assignment for providing expert advice, problem-solving, targeted training, testing and laboratory-based experimental work, market research and survey, etc. for consideration of a fee.
- Consultancy work may be undertaken in the area of expertise of the Faculty members/ technical staff or a group of experts.
- The Academic/Technical Staff (henceforth to be called as staff) of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
- Institutional level consultancy - relating to advice rendered to an industry/organization, or work done for them, by a Department/Group/individual on behalf of the University.
- Individual Consultancy - relating to consultancy or work undertaken by an academic/technical staff member in his individual capacity.
- Technical Services- relating to providing routine technical data/ information, analysis, etc., and to fabrication of equipment, etc. which does not require/interpretation of results or advice.
- A request for consultancy service may be received either by the company/organization to Registrar or directly by a staff member and forwarded to the University, for its consideration, provided that the normal duty of the individual staff member and the interest of the Department do not suffer.
- It should not interfere with the performance of primary duties by the individual as per the contract of employment;
- Consultancy Services should not be in conflict with the interest of the University;

❖ **Procedure for Approval:**

- Consultancy proposal should be submitted to the HoI/Dean. He/ She will examine the proposal and submit it along with his/her recommendations to the Registrar. If the proposal is submitted by HoI/Dean, he/she has to submit it directly to the Registrar. The following aspects need to be considered before recommending the proposal:

- Extent to which consultancy-related work will be undertaken by the faculty in addition to the normal duties and workload.
 - The amount of expenditure needs to be estimated on account of providing Consultancy.
 - The assignment is in the interest of the University in the long run and would not adversely affect the faculty's work at the university.
 - Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.
- The Registrar will issue the approval letter and a copy of the approval letter would be maintained by the Department of Consultant Teachers and Registrar's office.

❖ Miscellaneous

- The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Provost.
- All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products, and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.
- Commercialized patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) will be paid to the University by the client.
- On the completion of the consultancy project a copy of the synopsis of the work keeping view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the University for its Records.
- These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during office hours.
- SPU policy with regard to **conflict of interest** rests on the premise of "trust & faith" and integrity of respective members to disclose any information that could lead to conflict thereby ensuring that any conflict of interest could be resolved in an appropriate manner befitting all concerned.

❖ Interpretation/Dispute

- If a need arises for interpretation of any clause, the decision of the **President/Provost of SPU** would be considered final.

❖ **Cost of Consultancy Project**

- While working out the cost of the consultancy project the following be taken into consideration:
- Intellectual fee.
- Other fees/ charges to be borne by the client shall be as per the agreement.
- **40% of the total consultancy amount received per consultancy project** where infrastructure facilities like laboratory equipment, etc. are not used, will be given to the team or individual who has executed the project.
- **In case of Testing of Materials where infrastructure facilities are used, 20% of the Total consultancy amount received per consultancy project** will be given to team or individual who has executed the project.