

Rabindranath Tagore University, Bhopal

Consultancy Policy

1.0 Background

Rabindranath Tagore University has strong focus on meaningful research activities which should benefit society. It also believes that expertise gained by the university should not only be used in improving teaching - learning and research system within the university but also should be used to benefit larger part of the society. In order to motivate university faculty member 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 member. The faculty member may use material resources of the University for such Consultancy Work. The university shall share the monitoring benefits occurring out of such work/association/assignments with the concerned faculty member.

1.1 The faculty members of the University may undertake individually or in group, consultancy/technical services to industry and other organizations using, partly/fully the facilities of the University.

1.2 The services/consultancy provided may be of the following types:

Type - I: Institutional Consultancy

It relates to the consultancy rendered by the Department /Group of Faculty Members on behalf of the University. The Principal Consultant will be nominated by the Vice-Chancellor taking into consideration of the lead role played by the individual(s).

Type - II: Individual Consultancy

It relates to the consultancy undertaken by the academic staff members in their individual capacity.

1.3 The Industrial / Institutional consultancy services can be categorized in any one of the following:

- Advisory Consultancy in which University facilities are not used and only the expertise is used.
- Service Consultancy in which infra-structure of the University including seminar halls, laboratories, classrooms, equipments, etc., are used. Material cost such as consumables to be borne by the users.
- Developmental Consultancy in which the infra-structure of the University is used along with the material and consumables, accessories, etc., provided by the University. The outcome of a government-aided project could result in technologies that may be transferred to users.

2.0 Consultation Activities

Following activities will fall under the consultancy-

1. Development of a product/part of product or services for any individual industry or organization external to the university shall fall under consultancy where one or more university faculty member works for such development for a pre agreed cost and period.
2. Modification, augmentation or alteration of any product or process or services where one or more university faculty member extend their active participation for such job.
3. Any kind of professional advice given by one or more faculty member of the university to external organization/firm/individual for a pre decided cost and time.
4. Any research work undertaken by one or more faculty member of the university for any external individual or organization to develop product or process or services.
5. Conduct of any special courses, chairing/participation in organized activities, delivery expert advice/discourse for a fee to any outside organization/individual.
6. Any royalty of fees received for any Intellectual Property by a faculty member and any fees received from outside.

3.0 Consultancy Process

Research & Development Cell (RDC) in the university will be the nodal agency for any consultancy activity in the university RDC. It will be the custodian of all documents for consultancy. Any faculty member, department or faculty may initiate the ground work and explore such possibilities. After the basic ground work, it should be reported to RDC who will put it on their record. RDC will do the initial survey/preliminary inquiry and put up the matter to the VC who may form a team for further discussion with the client or he may himself discuss it with the client.

Approval of the consultancy proposal shall be done as per the procedure mentioned below:

- The faculty members upon the prior approval of the Vice-Chancellor on intimation to the Head of the Department can undertake all consultancy projects up to the budget estimate of Rs. 2.0 lakhs.
- Consultancy work / Projects with the budget estimate of Rs. 2.0 lakhs and above shall be undertaken only upon the approval of the Vice-Chancellor based on the recommendations of the Registrar, RNTU.

While approving a consultancy proposal, the following shall be taken into consideration.

- An individual teacher can engage himself in consultancy work without affecting / prejudice to his regular academic work.
- An individual teacher can avail a total of 30 days On Duty Leave in a year to conduct his/her consultancy work at the rate of five working days in a month or not more than 20 days at a stretch in an academic year. The OD leave application has to be duly forwarded through concerned Head of the Department and Vice-Chancellor to the Registrar.

4.0 Consultancy Policy Document

- On completion of the consultancy project, a copy of the report shall be submitted to Vice-Chancellor for its records with a copy made available in the respective department.
- The consultant/faculty member and Vice-Chancellor shall be jointly responsible for submitting periodic utilization certificates and final audited statements of accounts on completion of the said consultancy project, by the CA auditors. However, if the consultancy project is a small budget of less than Rs. 1.00 lakh, the certified statement of accounts by the Principal Investigators themselves would be normally acceptable.

5.0 Contingency Fund Details

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.

- **Sharing Policy**

The net gain as worked out (Money Received from the client minus all incidental charges incurred for the consultation work) will be divided in ratio of 50:50 i.e. 50% of the gain will be paid to the faculty member(s) who worked for the project and remaining 50% will be retained by the university. University will plough back the share received by it in developing facilities to improve consultancy infrastructure.