

CONSULTANCY POLICY



SWAMI VIVEKANAND SUBHARTI
UNIVERSITY MEERUT

Consultancy Policy

Sl. No.	Particulars	Description
1	Policy Number	U-07/SVSU/2015/138
2	Policy Structure	Policy describes the Consultancy Services that may be offered to educational institutions, industries, service sectors, government departments and other national & international agencies in niche areas of expertise available in the institute.
3	Scope of the Policy	The policy covers all Consultancy works and related job that need to be structured and executed in the spirit of promoting SVSU–Industry Interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of SVSU graduates (U.G. / P.G./ Ph.D.) and in the process, generating funds for revenue sharing between different consultants.
4	Policy Status	Original
5	Originated By	Vice Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	14/07/2015
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	01
10	Effective Date of Amended Policy	02/11/2020



Consultancy Policy

1. Introduction

Swami Vivekanand Subharti University, Meerut has acquired a commendable record of service in the field of Education, Healthcare and social welfare. The University has several constituent colleges which provide higher education in almost all the disciplines like Medical, Dental, Nursing Physiotherapy, Paramedical, Pharmacy, Naturopathy, Yogic Sciences, Engineering, Management, Law Journalism, Education, Library, Arts and Science, Hotel Management, thus engaged in creating academically and technically proficient professionals by offering formal Undergraduate and Post-graduate Programs. The faculty members and other staff members have been motivated and supported to undertake research and consultancy projects with any organization to develop and enhance the research based knowledge and experience of the faculty members and staff as well as institution achievements. This policy document is a guide to understand the consultancy processes for implementation.

2. Opportunities in consultancy Services

- i. Consultancy Services may be offered to educational institutions, industries, service sectors, government departments and other national & international agencies in niche areas of expertise available in the institute. All Consultancy works and related job need to be structured and executed in the spirit of promoting SVSU–Industry Interactions, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of SVSU graduates (U.G. / P.G./ Ph.D.) and in the process, generating funds.
- ii. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions.
- iii. Services will be offered in selected specialized areas, in order to meet the needs of certain governmental and related agencies, special clients and other non-government institutions.
- iv. Services may also be offered in areas in which facilities are available or can be augmented. Some services may be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.



- v. Services may be offered to Start-Ups or smaller organizations to benefit them in establishing themselves.

3. Consultancy Projects Categories

Each project shall be undertaken either under:

- i. Standard Terms and Conditions, or
- ii. Specific Agreement or Memorandum of Understanding (MoU) describing the details of Contract.

Consultancy and related services offered will be categorized mainly as under:

Category 1: Individual Consultancy: (Expert Advice and Development Project) Consultancy that does not involve the use of any institutional facilities and is solely based on the expertise of the Principal Investigator.

Category 2: Institutional / Departmental Consultancy: Consultancy that involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, and other support staff.

Category 3: Testing and Evaluation / Calibration and Standardization Services: The service involves the routine testing and evaluation in order to meet the needs of outside organization / agencies / educational institutions.

4. Eligibility for Undertaking Constancy

Consultancy and related assignments can be taken up by full-time faculty members of Departments, Core Research Scientists of Schools / Departments / Centres and all other employees of SVSU. All employees of SVSU undertaking consultancy shall hereinafter be referred to as Principal Investigator (PI).

5. General Consultancy Rules

- i. All consultancy assignments by the faculty/staff members should be undertaken with prior approval of the Hon'ble Vice Chancellor.



- ii. All proposals should be submitted to the office of the Registrar with the recommendation of the HOI/HOD of the unit. The proposal will be submitted to the Hon'ble Vice Chancellor for his approval. If approved, the Registrar will issue instructions to the concerned Head of the Institution for deputing faculty for providing consultancy services. Decision on all proposals should be taken in a week.
- iii. A faculty/staff member will be allowed to spend normally a maximum of one day per working week i.e. maximum of 52 days during the calendar year for consultancy.
- iv. In special cases, where additional Consultancy work required Vice-Chancellor's permission may be sought.
- v. Examinations, lectures, selection committees and other professional work of the faculty/staff members should not be affected during the consultancy work.
- vi. The consultancy amount will come to the University account directly, and details of the consultancy will be maintained by Finance Officer of the University.
- vii. The Finance Officer will submit a quarterly report of all consultancy received / to be received, to the Hon'ble Vice Chancellor.
- viii. Bills for the consultancy shall be issued under the signatures of the Finance Officer / Authorized Person.
- ix. Payment for consultancy should be received by demand draft or electronic transfer in favor of "Swami Vivekanand Subharti University" payable at Meerut.
- x. No individual faculty member is permitted to receive any cash directly.
- xi. Taxes as applicable will be paid by the client to the University.
- xii. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund. Such share of consultancy shall be calculated after deducting expenses related to that consultancy.
- xiii. Daily Allowance (D.A) / Travelling Allowance (T.A) will be paid as permissible according to University rules to the faculty assigned for the work. In case transport is provided by the University T.A will not be applicable.
- xiv. Faculty will be given duty leave for completing the consultancy work.



6. Distribution of Consultancy Fees

The consultancy fee shall be distributed as under:

Consultancy Category	PI and team members %	Department %	University %
Category 1: Individual Consultancy	80	10	10
Category 2: Institutional/ Departmental Consultancy	60	20	20
Category 3: Testing and Evaluation / Calibration and Standardization Services	30	40	30
Analysis and Characterization of Sample	80	10	10

The above breakup of the consultancy charges is for the internal administrative use of the University.

NOTE: For all matters not covered in this document, as a general principle, Dean, Industry–Institute Interaction Cell may be approached for consideration on case to case basis.

7. Process under Consultancy

Approval of the consultancy Work

- i. Copy of the letter from the organization
- ii. Copy of signed Standard Terms and Conditions
- iii. Details of expenditures of materials and consumables used



Transfer of the Consultancy Amount.

- i. Raising of Bill / Tax Invoice.
- ii. Consultancy fees in the form of DD / Electronic Transfer in favour of “Swami Vivekanand Subharti University” payable at Meerut.
- iii. Deposit of amount to the concerned department Consultancy Account
- iv. Deposit of Taxes.
- v. Disbursement of Expenditures Incurred for the Consultancy.
- vi. Distribution of Balance Consultancy Fees.

Final report of the consultancy including standard operating procedure, wherever required, to be submitted to the consulting organization within 15 days from the last date of consultancy or as per the agreement.