

UNIVERSITY OF HYDERABAD

GUIDELINES FOR UNDERTAKING CONSULTANCY SERVICES BY THE FACULTY OF UNIVERSITY OF HYDERABAD

1. INTRODUCTION:

Since inception University of Hyderabad has attracted large number of well-trained and committed faculty members carrying out intense research work in their respective disciplines. Over a period of four decades the University has also promoted and developed excellent technical and administrative support structure and centralized infrastructural facilities, in addition to faculty-focused state-of-the-art individual and departmental research facilities. To further accelerate growth in cutting edge research areas, it is felt appropriate that industrial consultancy services and projects should also be undertaken by the faculty with the support of University administration under the aegis of Coordinator R & D as the era of translational research comes to the fore.

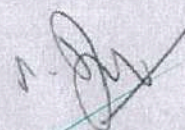
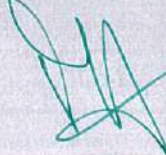
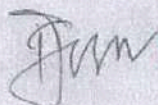
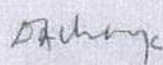
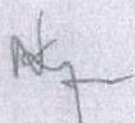
The Vice-Chancellor will examine each request, forwarded through proper channel, for permitting a member of the faculty to accept a consultancy or similar assignments keeping in mind that the proposed assignment would be in the interest of the University in the long run and will not adversely affect the faculty member's work at the University;

The objectives of encouraging faculties to undertake consultancy service are to:

- i. develop linkage between the University and industries at the local, national and international levels.
- ii. make use of the expertise and know-how available in the University to help and benefit the industries.
- iii. reach-out and interact with industries to help and bolster common public cause.

In this effort, the University will also be benefited in several ways including:

- i. The University and its faculty will get due recognition for providing specialized services needed in all areas of faculty research pursued.
- ii. Development of expertise and knowledge for faculty in the professional sphere by maintaining constant contact with the industry and its problems, looking for solutions.
- iii. The faculty will have opportunities for utilizing and translating their ideas fruitfully under more practical conditions.
- iv. The students will get an opportunity to have a look at the applied aspects of their identified profession.



2. GUIDELINES:

- 2.1 The faculty of the University are encouraged to engage themselves in consultancy services without impeding on their duties and responsibilities to the University.
- 2.2 In the execution of consultancy services, the faculty members may ordinarily be permitted to be away on leave as per their entitlement (other than duty leave) depending on the necessity, and subject to obtaining necessary permissions.
- 2.3 The earning of the faculty for undertaking the consultancy services should be limited to the annual gross salary (as detailed below). Copies (soft and hard forms) of all the reports furnished to the client(s) and copies of all the correspondence with the client industry(ies) should be filed with the office of Coordinator R & D.
- 2.4 Only those consultancy projects that provide challenges befitting professional competence of the faculty members, will be accepted by the University. Therefore, undertaking routine testing and related job are discouraged, and may require special approval from the Coordinator R & D. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of the faculty members. Thus, the time spent by a faculty member on consultation work should be limited, depending on the necessity and demands of the project and genuine concerns of the industry/client.
- 2.5 (i) Consultancy job will be undertaken by the faculty, through the University under one of the following categories:

(a) Institutional / project-mode consultancy

(b) Individual/personal/retainer consultancy

The project proposal should be prepared by the faculty with the following components:

PART-I: Aims and objectives and detailed outline of the project.

PART-II: Budgetary details which in turn consists of the following components:

- a) Salary
- b) Glassware, chemicals and other consumables.
- c) Charges for using the central facilities such as computer time, Central Instruments Lab, other common facilities of University, School / Department / Center
- d) and equipments
- e) Consultancy charges
- f) Overhead charges

2.5 (i) (a) Institutional / project-mode consultancy:

Under the consultancy agreement, outside parties [CLIENT] will normally request the faculty of their choice or the University directly to undertake a specified job. In case the client approaches the University, the Coordinator (R&D) will identify the School / Department / Centre and the faculty member [CONSULTANT] who can do the work depending on the competence and facilities that are available and entrust the job to the concerned.

NG
D. Acharya
Total

J. M.

P. D.

Fee for using the facilities of the University: 15% of the total project cost shall be included as overhead expenses of the University.

Fee for scientific and technical advice which requires to be distributed:

- a) 60% to the consultant(s)
- b) 40% to be credited to the University for providing the infrastructural facilities provided and/or availed.

2.5 (i) (b) Individual/personal/retainer consultancy:

- (i) The consultant after mutual discussions with the client firm will formulate the proposal for undertaking the project.
- (ii) The amount received from the client should first be remitted to the University and the University will distribute the amount as detailed above on receipt of the bill from the consultant through proper channel.

2.5 (ii) The office of Coordinator R & D should maintain proper record of the project as:

- a. The consultancy approval number and date
- b. Organization for which the work is undertaken
- c. Nature of work
- d. Details of payments made / expenditure incurred and dates of commencement and completion of the work.

2.5 (iii) A record of expenditure incurred by the University should also be maintained.

2.5 (iv) For outside visit by the faculty the TA/DA may be mutually settled between the consultant and the client industry in each consultancy work. The Coordinator (R&D) shall be kept informed of all such decisions. For international visits, the faculty must follow the university laid procedures including obtaining prior permission of the competent authority.

2.6 Individual / Personal / Retainer consultancy:

- i. Individual consultancies are those which do not involve the use of any institutional facilities such as equipment/instrument/computer etc. and the assistance of the University/Staff. Outside parties may directly contact the faculty of their choice to assist them on specific area or problem.
- ii. Each consultant, after bilateral discussions with the client, will arrive at the amount to be paid by the client. Faculty members are encouraged to ask for 15 % overhead charges on the total cost of the consultancy project. The faculty will be permitted to retain up to 30% of their salary in a year, any receipt which is more than that threshold limit should be shared by the faculty members and the University in the proportion as given below:

Ref

Overhead

Firm

[Signature]

[Signature]

[Signature]

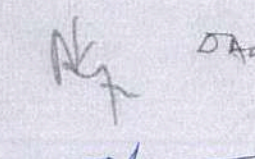
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| (i) | Money received up to 30% of the Salary (basic+DA+Transport Allowance+HRA) | Faculty can retain and no share to the University |
| (ii) | Money received over and above 30% and up to the salary | 70:30 between the Faculty and the University |
| (iii) | Money received beyond the salary | 50:50 between the Faculty and the University |
- (iii) Each faculty member who desires to undertake the work should obtain prior permission of the University (from the R & D Coordinator) by furnishing all details such as consultancy number, nature of work, name of the client, period and details of payment etc.
- (iv) The fee received from the client should first be remitted to the University and thereafter arrangement may be made for distribution of the amounts to all the concerned on monthly/quarterly basis as per the agreement with the client.

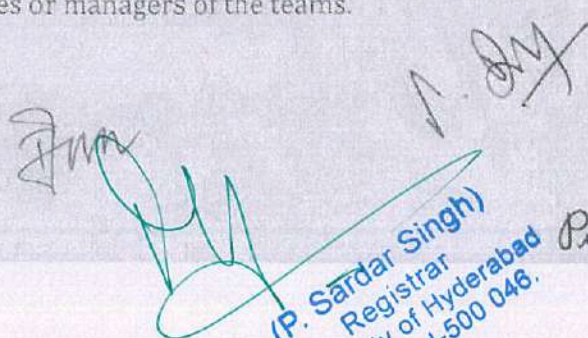
3. OTHER WORKS:

It should be noted that any fee received for work such as examinations, paper setting, evaluation, superintendence, invigilation, selection committees, honorarium, report writing and specifications, delivering lectures and any other academic work will not be governed by the above rules. All fees for such work will go directly to the faculty/staff member concerned without any share going to the University.

The faculty members are allowed and encouraged to accept consultancy and/or similar assignments subject to complying with the General principles and guidelines, which are given below. The following shall not be interpreted as consultancy work for the purpose of regulating the fee received by a faculty member:

- I. Writing of reports, papers or study reports on selected subjects for international bodies like the UNO, UNESCO, etc.
- II. Fees received by faculty from recognized University and other statutory bodies or public-sector undertakings, which are wholly or substantially owned or controlled or subsidized by the Government for the performance of work connected with the examination conducted by these bodies or for delivering lectures;
- III. Income earned by a faculty from exploitation of patent / invention taken out by them with the permission of the University while in service and / or period of validity of the patent / invention;
- IV. When the University undertakes the work for a non-governmental organization and, in turn assigns the work to the faculty identified for the purpose and the honorarium payable to the faculty shall not exceed two-thirds (2/3) of the fees received by the University from such non-Governmental Organization;
- V. Income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences; and
- VI. Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.


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