

Reference No: 2GB09(a)

Date: 3rd October, 2016

CIRCULAR

Consultancy, Testing and Training Policy

The Governing Body of Marwadi University in its 2nd meeting held on July 2nd, 2016 vide captioned reference number has Accepted and Approved the proposal of introducing the Consultancy, Testing, and Training policy for income generated by faculty members of Marwadi University with effect from financial year 2016-17.

The primary objective of the consultancy, testing, and training policy is to provide a framework for the provision of consultancy services that ensures the ethical, legal, and professional standards of the university are maintained, while also promoting knowledge transfer, revenue generation, and building relationships with external stakeholders.

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Registrar



To

- i. All staff members of MU
- ii. Office of Provost

Norms for Consultancy, Institutional Testing and Training programs

Introduction:

The Professional activities constitute the task which needs experts and specialized skills, such activities performed by the faculty can be classified into four categories:

1. Consultancy work / Assignment
2. Testing Consultancy
3. Training
4. Other activities

1. Consultancy Work/Assignment

Consultancy is the assignment for which any outside agency/body/organization approaches a particular institute or a faculty member of the institute in view of expertise required for solving the problem or a set of problems. The faculty members working on a particular assignment are called consultants.

In such works. The faculty members are required to offer consultancy to the industries / organization e.g. scrutiny or designs, software projects etc.

Distribution of Income for Consultancy Assignments:

Each consultancy proposal will be having two parts

- a. Professional Fee
- b. Expenses

The professional fee, based on the faculty days invested, will be distributed between the faculty and institute on 60:40 basis excluding actual expenditure. However, distribution amongst the faculty team members will depend on the degree of efforts made by an individual faculty. The proportion will be approved by the Provost on recommendation of the concerned Dean and HOD.

The expenses part will cover the expenses as proposed in the proposal of the assignment. This head will include 15% of the total amount to cover the charges for the use of infrastructure for execution of the project as per rates prescribed by the University from time to time, charges of telephone, postal/courier services, printing & copying, relevant books, overhead charges to cover the use of computers, laboratory equipment and administrative charges which will cover the remuneration / honorarium for the assistance provided by non-teaching staff. The administrative charges will be disbursed amongst the non-teaching employees involved in the project, and as per the extent of their involvement. The expenditure on travel and salary of the staff specially employed for the assignment will be charged on actual basis.

Sr. No	Categories of Work	Share of Institute	Share of Provost, Deans, Registrar & Offices	Share of faculty and Project Team
1	Consultancy work	40%	10% (2+2+2+4)	50%



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2. Testing consultancy

- a. Consultancy work involving testing only:
- b. In such works, only certain test are performed in the laboratory or in the field, and test results are reported / forwarded to the clients.
- c. The testing work is carried out in the laboratory or in the field, and on the basis of the test results, the analysis and subsequent calculations are done, and finally certain recommendations are given. Such work would involve the preparation of the technical report, being submitted along with the test results.

Distribution of income for testing

- a. The HOD will designate the team including Project in Charge of carrying out the test. He will also decide the breakup of remuneration to be given to individual members of the team. For all testing consultancy assignment, the technical responsibility of all aspects of testing will rest with the project in charge.
- b. The fee of scientific and technical advice will be apportioned between the testing and consultancy team and the University as per table given below. The fees will be apportioned after the job is completed as evidenced by the technical report and a certificate from concerned Head of the Departments, stating that the job is completed satisfactory.

Distribution shall be as under

Sr. No.	Categories of Work	Share of Institute	Share of Provost, Dean, Registrar & Office	Share of faculty and Project Team
1	Work involving Testing only	50%	10% (2 + 2+ 2 + 4)	40%

Use of the Marwadi University infrastructure facilities

- a. The project in charge / consultant with his team will be allowed to use the institute's infrastructure facilities for smooth execution of project such as telephone, postal services, computer, laboratory equipment, transportation etc.
- b. The institute vehicle can be used, up to a distance of 50 kms (to and fro) in local areas. For longer distances, the expenditure of such travel should be included in the project cost or separately demanded from the clients.

3. Training / MDP

Training is the assignment which is undertaken to enlighten and facilitate the development of skill amongst the participants. Training/ Management development programs are broadly divided into two types;

- 1) In-house program
- 2) Open-house program

- a. An in house program is the one which is customized as per needs of a particular client, whereas an open-house program is designed to cater to the needs of a wider section of people working in different organization. Each in-house program will be having two parts:
- b. Professional Fee

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- c. Expenses
- d. In addition to the heads mentioned under consultancy, the expenses will include lodging and boarding as well as other applicable expenditure required to be incurred for the program. The distribution of professional fee will be in the same manner as applicable to consultancy assignments.
- e. In the case of open-house program, the faculty will be paid on per session basis on prevailing rates for teaching/training in the institute. The payment will be made at the end of the academic session to ensure that such payment is made only to those faculty members, who have completed the prescribed teaching load during that particular year. When a visiting faculty is invited to teach in a training program, he/she will be paid as per prevailing rates for teaching in the institute.
- f. All in-house and open-house training programs will be in the name of the Marwadi University and written permission of Provost will be required for every program.
- g. When a client approaches the University, Provost/appointed Dean will nominate a faculty member or a team to undertake the program(s). This decision will be based on the interest and capability of the faculty and his/her area of expertise.
- h. If an individual faculty is directly approached by the client, the faculty will not commit himself / herself verbally or in writing until explicit permission of the Provost has been obtained. In all the cases of in-house training program, the faculty leader will apply to the Provost for the approval of the budget. The budget will include professional fee and all direct as well as indirect expenses.
- i. If an in-house program is conducted outside the campus and all facilities are provided by the organization or all the direct expenses are reimbursed by the organization, the overhead charges (5%), to cover the use of office and lab equipment including stationary and administrative charges (5%), covering remuneration for the assistance provided by the non-teaching employees will be applicable besides professional fee. (Total 5% + 5% = 10%)
- j. The minimum professional fee of the institute will be Rs. 25,000/- per day in the case of in-house program. In case, the institute wants to accept the professional fee less than this amount, then permission of the Provost will be required.

4. Other Activities

Other activities refer to those activities which do not fall in the first three categories. This category will cover two types of activities:

- a. Teaching/Training assignment accepted by a faculty outside the institute. There will not be any sharing up to Rs. 25,000/- and thereafter the sharing of professional fee will be on 50:50 basis. However, a faculty member will be required to take permission of concerned Dean before accepting the assignment.
- b. In the case of all those activities which are not covered under consultancy and training, such as sitting fees received for being on the selection panel / advisory board / any contest, paper setting, paper evaluation, conducting viva-voce, evaluation of thesis and other such professional activities, there won't be any sharing. A faculty member can retain such income in full under intimation to the University for Taxations Purpose. The faculty can undertake such activities with the permission of HOD and Dean concerned subject to availability/sanction of Duty leave/special casual leave.



General Rules:

- a. The minimum professional fee of the institute will be Rs. 20,000/- per main-day. In case, the institute wants to accept the professional fee less than this amount, then permission of the Provost will be required.
- b. A faculty member's primary obligation will be towards the Marwadi University and it is expected that he/she will not, in any way, financially or otherwise transgress the spirit on which the consultancy privilege rests.
- c. All consulting assignment/ project will be done in the name of the University. Permission of Provost will be required for every assignment of project, irrespective of whether the client has initially approached a faculty in his/her individual capacity of the University directly.
- d. A full-time faculty member, irrespective of designation of hierarchy will be entitled to work on consultancy assignment/s for the maximum of 52 days in a year.
- e. Allotment of the consultancy project will be made by Dean designated by the Provost based on the kind of expertise required. Generally, a team of faculty members will be constituted by Provost with one member coordinating the project as the concerned Dean. However, the faculty member who has been approached by an organization directly will be included in the team and a team will be constituted in consultation with him/her. The faculty members of a particular institute or across the institutes, specifically identified for an assignment, shall act as consultants.



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**Registrar
Marwadi University**

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**Provost
Marwadi University**