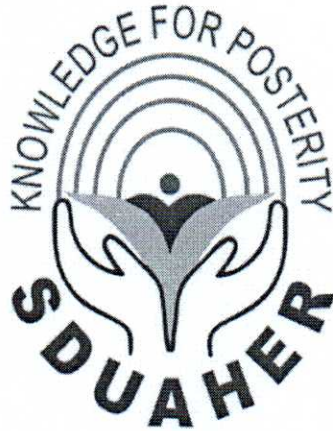


# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A Deemed to be University  
Tamaka, Kolar, Karnataka.

Declared under Section 3 of the UGC Act, 1956  
vide MHRD, Government of India Notification No.F-9-36/2006-  
U.3 (A) dated 25<sup>th</sup> May 2007



Registrar

**Registrar**  
Sri Devaraj Urs Academy of Higher  
Education and Research  
Tamaka, Kolar - 563 103.

## Consultancy Policy



# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Consultancy Policy	
Short Description	The policy shall apply to the conformed regular employees of SDUAHER	
Scope	This policy on consultancy is subject to periodic review by the concerned authorities of the Academy	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	<b>11 August 2020</b>	
Policy No.	SDUAHER/KLR/POLICY/013	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of Revision	Date of Revision	Approved by

## **Consultancy Policy**

### **1. Objectives:**

The objective of Consultancy Policy pursued by Sri Devaraj Urs Academy of Higher Education and Research, a Deemed-to-be University, (hereinafter referred to as SDUAHER) is to promote academic, industry, and research interaction and to encourage and facilitate its faculty to provide knowledge as well as skill inputs sought by industry, government agencies or other research organizations.

### **2. Enabling Ecosystem:**

SDUAHER shall attempt to provide an atmosphere conducive to undertake consultancy by all interested and motivated faculty members in their specialized area(s) of knowledge and skills with the aim of sharing domain expertise to meet the needs of industry, NGOs, government and other research organizations.

### **3. Applicability:**

This policy shall apply to the confirmed regular employees of SDUAHER. This policy on consultancy is subject to periodic review by the concerned authorities of The Academy.

### **4. Alignment:**

The Consultancy Policy will be implemented in alignment with the R&D Policy of SDUAHER.

### **5. Prerequisites for undertaking consultancy:**

- a) The consultancy work may be assigned by the SDUAHER to faculty members in their proven area of competence based on requests received from the departments.
- b) Prior approval by SDUAHER of any consultancy project proposed by a faculty who might be approached by an Industry / Research Organization / Government Agency or any other agency is a must to commence Consultancy Work.
- c) Detailed MoU for the proposed consultancy work is to be entered into by The Academy or its constituent units such as centers or department(s) or individual

member(s) of faculty with the recommendation of respective HoDs and approval of Registrar of The Academy.

**6. Memorandum of Understanding (MoU) for consultancy:**

- a) A MoU has to be worked out with mutual agreement and legally valid .
- b) The MoU should clearly spell out the scope of consultancy, outcomes, mutual responsibilities, time schedules and financial terms as well as implications, communication processes, mechanism for resolution of disputes, confidentiality clause if applicable, IPR issues and requisite indemnities. Unless specifically agreed upon the consultancy assignments would not involve transfer/ licensing of IPR.
- c) SDUAHER may permit agreements between the consulting member(s) and sponsoring organization, with prior approval of the competent authority (Registrar) of The Academy for terms of such agreement however, resolution of possible conflicts would be the sole responsibility of the faculty concerned. The permission so granted would in no way absolve the concerned faculty member from discharging his / her duties towards The Academy/ affiliated institutes.
- d) The faculty involved in consultancy projects shall adhere to the highest accepted standards of academic, business and ethical norms.

**7. Responsibilities and Privileges of SDUAHER Members:**

- a) SDUAHER members can engage in consultancy as long as the same is scientifically sound, academically relevant and ethically acceptable. Such consultancy should not lead to any conflict of interest.
- b) A faculty member providing consultancy to a project may be permitted a limited number of days/hours at the discretion of The Academy for consultancy work that would not affect the academic and other activities. In case a greater involvement of the faculty is envisaged during the course of the project, specific approval has to be granted by The Academy based on merits of each case.
- c) It will be the responsibility of the faculty member(s) participating in the consultancy project to complete the consultation work. Meeting all requirements of sponsoring/ funding agency in respect of submission of reports, financial statements and other deliverables are met in a timely manner would be the sole responsibility of the concerned faculty member(s).
- d) SDUAHER will be the claimant of the consultancy charges levied from external agency. The faculty concerned is required to ensure that necessary payments are made on time for utilization of all the SDUAHER facilities used in the consultancy work as per pre-decided rates fixed by The Academy authorities or to be fixed by The Academy in case the same was not decided before.

- e) SDUAHER members having consultancy work would be fully responsible for the staff working in the project.
- f) Wherever relevant and applicable, SDUAHER faculty member(s) involved in the consultancy project(s) shall maintain the accounts of financial transactions and all relevant documents pertaining to receipts and payments including tax invoices are to be preserved and produced whenever necessary.

**8. Logistical and Administrative backup:**

SDUAHER will facilitate appropriate logistic, administrative and other support as may be envisaged necessary for a particular consultancy project. This may include support for 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.

**9. Periodic Assessment of the Consultancy Project:**

The faculty members with consultancy assignments are required to submit quarterly progress report of such projects to the Registrar of the Academy. He/she shall periodically keep the Registrar of The Academy informed on the progress and submit report on satisfactory completion of the assignment along with copies of communication to this effect by the sponsoring agency.

**10. Costing Approach and Proceeds:**

- a) Consultancies charges shall include charges for man-hours utilized, any out of pocket expenses like travel or outsourced services, charges for use of any facilities, consumables and institutional overheads up to 20%. Necessary service charges / statutory duties and taxes as applicable, shall also be recovered from the sponsoring organization.
- b) SDUAHER will be the claimant of the consultancy charges levied from external agency. However, SDUAHER may at its own discretion may share the proceeds of consultancy project after considering the nature and extent of engagement of the faculty concerned, consultancy proceeds and expenditures incurred.

**11. Conflict of Interest:**

The SDUAHER policy with regard to conflict of interest would rest on the principles of mutual trust, faith and integrity of the respective parties. The parties are required to disclose any information that could lead to conflict beforehand and thus ensure the possibility of developing any conflict of interest and in case of such occurrence the same could be resolved in an appropriate as well as expeditious manner.