MODY UNIVERSITY
OF SCIENCE AND TECHNOLOGY
(Established u/s 2(f) of the UGC Act, 1956)
Lakshmangarh (Sikar), Rajasthan 332 311, India
Ph. No. : (01573) 225001-12 · Fax : (01573) 225041
email : registrar@modyuniversity.ac.in · www.modyuniversity.ac.in

# Annexure_3.5.1

## Criterion III – Research, Innovations and Extension

### Key Indicators - 3.5 Consultancies

**Metric No. 3.5.1_ Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the last five years (INR in Lakhs)**

# CONSULTANCY

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## 1. Introduction

Consultancy services by the faculty members will extend the utilization of their expertise beyond the academic boundaries by sharing proficiencies and knowledge for economic and social development. It will not only be financially beneficial to the faculty members and the university, but also enhances the University's reputation. Mody University encourages its faculty members to participate in consultancy activities appropriate to their academic expertise or professional competencies. Since, majority of the consultancy services are managed beyond the academia, it is necessary to maintain a balance between customary roles of the faculty members and their consultancy endeavors to protect the interests of the faculty member and the University.

## 2. Aim & Objectives

Here, it is noteworthy that the consultancy services undertaken by the faculty member are consistent with the institutional objectives, financial regulations and procedures. The major objectives of the consultancy policy of the University are as follows:

a) Clarifying the terms and conditions of the consultancy services to protect the interest of the University as well as the teaching fraternity.
b) Categorization of various consultancy services.
c) Entitlements to the faculty member.
d) Management & utilization of Consultancy Project Funds.

## 3. Terms & Conditions for Consultancy Services

Consultancy Services will be earmarked as professional services for the impartation of knowledge, skills, expertise, experience or advice, provided by an academician or staff member(s) of the University to a client or to an external party, for fee, voluntarily or in any other consideration. All research and non-research consultancy services undertaken by the faculty members of the University should be governed by following standards:

3.1 The consultancy undertaken by the faculty member shall have visible benefits to the University, in terms of reputation, income, or enrichment in the experience of the faculty member.
3.2 The agreement for the consultancy shall not have any conflict with the University's policies, such as code of conduct of the faculty member.
3.3 The consultancy agreement shall include overheads charges as set by the University and the applicable service tax.
3.4 Any kind of consultancy service by the faculty member shall be started only after the approval by the President on the recommendation of University Research Committee.

3.5 Any intellectual property arising from any Research and Non-research Consultancy shall be governed by the Intellectual Property Policy of the University.

3.6 The office of Consultancy Project Invigilator must be his/her regular office inside the university premises.

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**4. Types of Consultancy Services**

Depending on the requirements of the clients, expertise of the concerned faculty & the available facilities in the University. faculty members may undertake consultancy services under following heads:

a) University Research Consultancy
b) University Non-Research Consultancy

**4.1 University Research Consultancy**

If the faculty members caters the clients' requirements by their research skills or expertise, then remuneration by the clients will be categorized under University Research Consultancy facility. Faculty members of the University shall be encouraged to take such consultancy work either by putting out a tender or through personal negotiations.

**4.2 University Non-Research Consultancy**

Non -research Consultancy will also be categorized as professional services to external agencies, subjected to emolument. These services may include but not limited to laboratory and other testing of materials, devices, products, analysis of data, surveys, trainings, field trials, architectural work, professional advices, professional services such as designs and legal documentation etc.

**5. Entitlements to the Employees**

The entitlements to the employees undertaking consultancy work are as follows:

5.1 No limit is placed on earnings by Research and Non- Research Consultancy. Income from consultancy shall be paid to the Faculty member(s), Researcher (s), Technician (s), (Clause 4 .1 and 4.2 and clause no 8) involved along with the standard remuneration through the University payroll system and taxed in accordance with this Policy.

5.2 Faculty members engaged in consultancy work may spend no more than 45 days in a year outside University premises along with their entitled duty leaves, as per existing University policy. Variations in this time commitment require the approval by the pertinent authorities (with the prior approval of the Management).

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## 6. University Support to the Employees for Consultancy Services

6.1 Entitlement to the University's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.

6.2 Entitlement to the University resources such as technical and administrative staff, equipment and telecommunications, for consultancy work, subjected to approval by the appropriate authorities.

6.3 Entitlement to use the University's name and standing provided it is not brought into disrepute.

6.4 Entitlement to the University designations for consultancy work.

6.5 Entitlement to contracting advices, including legal, risk and financial.

6.6 Entitlement to site visits, field work, experimental works in other institutions, external meetings, participation in Conferences/ Workshops/ Seminars in India (subject to prior approval of the management).

6.7 Entitlement to foreign visits for consultancy projects provided the guidelines of the funding agency have the provisions for this (subject to prior approval of the management).

## 7. Consultancy Fund Management and Overhead Charges by the University

The cost of a consultancy project shall consist of overhead charges, actual expenses including contingency and payment to consultant, employees, external consultants (if any) and students. GST is compulsory on all consultancy services. The GST percentage shall be as per the apropos percentage of the total consultancy fees. GST is to be paid by the party which obtains the services i.e. the clients. Thus, it is essential for the consultant project investigator to inform the clients about the amount payable as GST, in addition to the above-mentioned charges. Following but not limited to this list may be considered as Actual and Contingency expenses:

### 7.1 Actual Expenses

7.1.1 Consultancy Charges for the Consultant Project Investigator, CPI (Clause no. 8)

7.1.2 Major permanent equipment to be procured as per usual sanction procedure laid down by the University.

7.1.3 Consumable materials to be used.

7.1.4 Computational charges (at commercial rates).

7.1.5 Charges to be paid for the use of specific equipment in the University/Faculty/Department or Central Facilities.

7.1.6 Salaries to the hired employees for the entire duration of the consultancy project.

7.1.7 Services hired for accomplishing the consultancy project.

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**7.2 Contingency Expenses**

7.2.1 Cost of supplies, stationery, printouts, photo copy and reproduction.

7.2.2 Cost of books, journals, membership fees of professional societies, registration fee for conferences etc.

7.2.3 Travel expenses

7.2.4 Payment for typing and other office work to outside agencies.

7.2.5 Postage, telephone, mobile and internet service charges.

7.2.6 Short term hiring charges that are appropriate for the consultancy project.

## 8. Financial Management & Overhead Charges

There shall be separate University Account for consultancy project funds. All consultancy projects funding shall be deposited in this account. For every type of consultancy overhead charges shall be shared with the University which shall be further distributed as per the University policy (subject to approval of the Management).

8.1 In case of *University Research Consultancy and University Non-Research Consultancy,* the Consultancy charges shall be shared to the University in the form of overhead charges as per the following distribution:

| S. No. | Consultancy Charges | Overhead Charges (%age of Consultancy Charges) |
|---|---|---|
| 1 | Up to Rs. 1.00 Lac. | 20% |
| 2 | Rs. 1.00 Lac. and above | 30% |

8.2 The profit from the consultancy shall be calculated by subtracting the University facilities, human resource usage charges and service tax from the total earning of the consultancy project such as training, workshop, etc.

**8.3. The sharing of revenue to Consultancy Project Investigator (CPI),** the sharing of consultancy revenue to the CPI shall be as follows:

| Sr. No. | Consultancy Charges | %age sharing of Consultancy Charges to CPI |
|---|---|---|
| 1 | Upto Rs. 1.00 Lac. | 10% |
| 2 | Above Rs. 1.00 Lac. To 5.00 Lac. | 5% |
| 3 | Above Rs. 5.00 Lac. | 2% |

CC: President, Director, Dean-Administration, All Deans, Principals, Registrar, All GMs, COE, DGM-Adm. EA to Hon'ble Chairman (Kolkata Office)

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