



**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]**

**Policy Document on
Consultancy**





Contents

1. Definitions and Scope of the Policy	3
2. Consultancy Share:	3
The Committee understanding hereby resolves that the honorarium for Consultancy/Technical Services should be disbursed on the following guidelines:	3
3. Benefits to the Institute:	4
4. Benefits to Staff:	5
5. Risk factors:	5
6. Type of consultancy:	6
7. The Institute Non-Research Consultancy	6

Policy of Consultancy

Introduction: -

The Institute Consultancy Policy (Research and Non-Research)) details the procedures and conditions under which consultancy undertaken by staff can be carried out.

Consultancy is an important element of the Institute enterprise and knowledge exchange activities and is actively encouraged by the Institute. Consultancy has many benefits for both the individual and the Institute including: income generation, opportunities for external collaboration, personal and professional development, enhanced reputation of the Institute, and contribution to the Institute knowledge transfer endeavors including economic and social impact criteria.

This policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

The Institute employees should also be aware of the Maharashtra Public University Act 2016 and Accounts Code for State Universities and the relevant Compliance Section of the institute financial regulations.



2. Definitions and Scope of the Policy

1. Consultancy is defined as the provision of expert advice and work, which while it may involve a high degree of analysis, measurement or testing, is crucially dependent on a high degree of intellectual input from the organization to the client.
2. The Institute encourages members of staff, where appropriate, to undertake high quality work on behalf of public, industrial, commercial, scientific, educational, cultural and international organizations. Such work should be of mutual benefit, demonstrating our wider economic, social and cultural contribution and enhance our research, enterprise, learning and teaching activities.
3. The Institute considers it highly desirable that its staff should undertake work under the guidance of the Institute. Nevertheless, in accordance with staff contractual provisions.
4. Prior approval for the work has been granted by the Institute and that the agreement or contract to undertake the work is between the Institute and the external body.
5. The Institute will not be liable for negligence, malpractice or lack of exercise of due care in any case in which work for external bodies is undertaken without prior approval.
6. This policy applies to all academic staff, academic related staff, research staff and academic support staff.

3. Consultancy Share:

The Committee understanding hereby resolves that the honorarium for Consultancy/Technical Services should be disbursed on the following guidelines:

1. Account for Consultancy and Technical Services should be settled after completion of the said work.
2. A copy of completion report has to be submitted to HOD & chairman, RPEC.
3. In case of incomplete consultancy/Technical services [due to whatsoever reason] the disbursement of honorarium will be finalized by Chairperson, RPEC & HOD of the concerned department in consultation with Principal.
4. Expenses incurred for the consultancy/Technical services should be mentioned in details (including name, quantity and rate of chemical/glassware/miscellaneous used) and the expenditure report should be duly checked and signed by head of the department.
5. The amount procured from the consultancy/Technical services, excluding the expenses incurred should be distributed as follows:
 - a) College share-48%
 - Consultant share-20%
 - Technical assistant share-30%



Office clerk share-02%

b) In case of additional assistance is provided by peon, the distribution will be as follows:

College share-43%

Consultant share-20%

Technical assistant share-30%

Laboratory attendant share-05%

Office clerk share-02%

6. The amount allotted as college share should be used exclusively for the department that is providing the technical service/consultancy. It should be used by the department purchase of fine chemicals/books/journals/instruments etc. or for conducting any co-curricular activities [like research project].

Note:

1. Consultant is any Senior Faculty Member of the college who gets the consultancy/Technical services
2. Technical assistant is any faculty Member who actually does the bench work.
3. Laboratory attendant/peon is any college employee who assists in cleaning and preparatory work by the said consultancy.

4. Benefits to the Institute:

1. Consultancy is one strand of engagement with business. By its nature it tends to be shortterm and focused. However, it can often lead to wider and deeper engagement in the form of research contracts and strategic partnerships. It also has the benefit of broadening the individual's level of commercial awareness.

The priorities for consultancy are to stimulate and encourage the following:

- Increased company engagement
 - Increased research income
 - Increased levels of research capacity, primarily more PhD students and related activity.
2. The benefits that the Institute expects to accrue from successful consultancies include:
 - Development of useful business and academic contacts;
 - Extension of the knowledge base, thereby informing the learning and teaching of academic and research staff and providing them with the opportunity to test out and demonstrate the impact of their academic expertise on markets, sponsors or external organizations;

- Increased external stimulus for enriching intellectual activity;
- Greater knowledge of the relationships which exist with companies seeking specialist services;
- Development of possible opportunities for future partnerships (e.g. research projects, studentships, Knowledge Transfer Partnerships, commercialization and licensing of Intellectual Property Rights, spin-out companies, high quality Continuing Professional Development);
- Activities that may form the basis of impact.
- Development of marketing opportunities;
- Financial benefits to the individual and/or Institute, in the form of additional income and diversification of income sources.
- Enhanced justification for external funding through the enhanced reporting of consultancy activity; and
- Contribution to staff development.

4. Benefits to Staff:

The benefits that members of staff expect to accrue from successful consultancies include :

- Increased recognition of the consultancy work of members of staff through the annual appraisal process and through the standard academic CV;
- Strengthened contractual arrangements through use of the Institute approval process;
- The ability for staff (i) to receive a personal payment through the Institute payroll on the basis of income generated through consultancy and taxed at source; or (ii) to make use of the income generated from the provision of their services to support their research activities through the transfer of funds to a discretionary balance account, rather have the payment be subject to tax and national insurance deductions.

5. Risk factors:

The Institute recognizes that there are various risk factors (both corporate and personal) associated with academic and research staff undertaking consultancy and related activities. While considering approval for such activity the management of the following risks should



be addressed:

- Commercial risks - the loss of intellectual property rights and potential tax liabilities;
- Potential use of resources and diversion of staff time from their main academic activities;
- Quality - poor quality work having an adverse impact on the reputation of the member of staff and the University;
- Legal - non-compliance with legislation and other potential liabilities arising from undertaking the consultancy work; and
- Reputational - the institute or employee being associated with organizations that could harm the reputation of the University or the individual.

6. Type of consultancy:




1. The institute Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. This would include, but not limited to, providing solutions of the prevailing problems of the Industry / Institution, guidance for establishment of R & D unit, guidance for initiation of new research programme / strengthening existing research programme.

2. The Institute Non-Research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices, products or produce; analysis of data; surveys, including market and opinion surveys; quality control; field trials; the provision of professional advice including possible expert witness advice; the provision of professional services such as design, legal, medical and allied health, participation in fee-paying non-award courses, and community service activity undertaken by members of staff for charity, community or public purposes; guidance for drafting research proposal, IPR awareness etc, guidance for quality enhancement in teaching learning process and research & development, arranging special training sessions for academic institutions / industries / corporate sector.



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