



Ref. No.: KRMU/Admin./O.O./2021-22/ 3016

Dated: 22.06.2022

OFFICE ORDER

Subject: Revised Consultancy Policy of K.R. Mangalam University.

The revised Consultancy Policy of K.R. Mangalam University to be implemented w.e.f. 22nd June, 2022 is hereby notified for information (as annexed).

Mahajan

Registrar Registrar
K.R. Mangalam University

Encl: Sohna Road, Gurugram

- As above - 122103

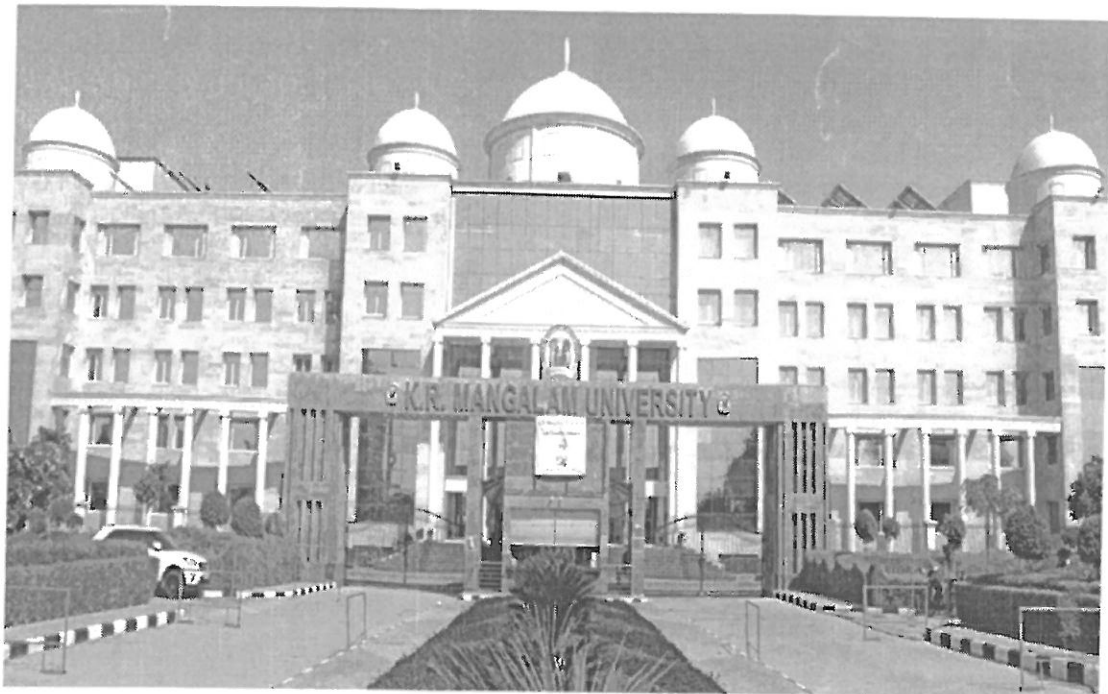
Copy to:

- Vice Chancellor : For kind information
- Pro Vice Chancellor : For kind information
- Finance Officer
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- Director- IQAC
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K.R. MANGALAM UNIVERSITY

REVISED
CONSULTANCY POLICY



K.R. MANGALAM UNIVERSITY
Sohna Road, Gurugram (Haryana)-122103

REVISED CONSULTANCY POLICY

1. Preamble:

University-industry interaction has assumed pivotal role in the form of consultancy projects, sponsored research, transfer of knowledge as also in transformation in the form of patents, incubation and start-ups etc. Faculty members are encouraged to utilize their expertise in their specialized areas as consultants to industries as well as government, public sector bodies and society with real-time solving of problems and solutions by scientific or societal research. The New Education Policy (NEP), Ministry of Human Resource Development (MHRD) and other regulatory bodies including National Assessment and Accreditation Council (NAAC) identify research, innovation and consultancy as one of the core spheres of activity in the Higher education Institutions. These regulatory body emphasizes to undertake consulting and research projects for self-sustainability of Universities by generating extra mural funds as well as build up and leverage connectivity with local, regional and global organization for interdisciplinary and multi-disciplinary research and foster collaborations for mutual benefits with the industries. The policy for consultancy undertaken by the faculty should be consistent with the rules and regulations of the University, be structured and executed in the spirit of creative thinking and developing vocational skills that match the industrial needs and way forward for experiential learning of students in form of internships, field projects and case studies as well as enhanced Industrial inputs in teaching and research for enhancing employability of University students.

2. Objectives

- To provide University-Industry interactions. .
- To work closely with the industrial needs that shall result in new or modified products, processes, systems or services that can increase the company's productivity.
- To foster collaborations for mutual benefits and to maximize Industrial connectivity.
- To provide technical solutions to real time world problems related to society and industry.
- To improve efficiency of operations and to promote specialized trainings.
- To upgrade the processes and systems for research innovations/startups/entrepreneurship through extramural funding.

- To provide specialized equipment and testing facilities to the extent available with the institute.
- To provide research expertise and optimize problem solving solutions to the application based consultancy works.

3. General Principles of Consultancy

- The consultancy service projects should be undertaken only with prior permission of the competent authority of K. R. Mangalam University.
- It should not interfere with the prime duties of the consultant the faculty member or the department.
- Consultancy services should not be in conflict with the interest of the K. R. Mangalam University.
- In the context of the consultancy services, the consultant should not directly or indirectly get involved with any activities which may be unethical or inappropriate.
- The three types of consultancy are individual consultancy, institutional consultancy and group consultancy.
- Individual consultancy is offered by a faculty/staff member in his/her individual capacity. Institutional consultancy is offered by a team of faculty/staff members from the same discipline or different discipline of the K. R. Mangalam University. Group consultancy is offered by a team of faculty/staff members of KRMU and members of other university/institute/etc.

4. Proposal Screening and Progress Report

- Consultancy proposal should be received (from the beneficiary) by the consultant (individual faculty member/staff or department)
- The proposal is to be submitted to the Dean R&D through the Dean/Head of the Department.
- The charge on each consultancy service is decided on a case by case basis by the Dean R&D with discussion with consultant. Consultant shall also submit the approval form for consultancy work (Annexure-I) to Dean R&D.
- Dean R&D will examine the proposal and forward their recommendations to the RDC (Research & Development Cell).

- The competent authorities will consider the following aspects before recommending the proposal
 - i. Extent to which the consultancy work will be undertaken by the faculty or the department in addition to their normal duties and work load.
 - ii. During the days of institutional commitments, the consultants should not neglect their duties and concentrate on consultancy work alone.
 - iii. The consultancy fee should be carefully proposed in the budget being submitted by the beneficiary.
 - iv. The entire consultancy service or project should be focused on the interest of the K. R. Mangalam University in the long run.
 - v. All issues related to the execution of the consultancy work i.e. handling of the budget amount and the stipulated time frame should be legitimately discussed with the competent authorities and should be mentioned in the agreement.
- The Registrar will issue the letter of approval after getting approval from the Vice-Chancellor based on the recommendations of RDC.
- The consultant has to submit final report along with the audited statement, utilization certificate and completion certificate from the client in the office of Dean R&D at the time of completion of consultancy project.

5. Revenue Sharing in Consultancy

In view of encouragement, the net revenue generated from the consultancy services will be shared between employee(s) and the Institute as follows:

- a) 60% share of income to consultant & other staff members/students:

60% share will be paid to consultants and other staff members/students for technical as well as administrative help in carrying out the consultancy work. A written break up has to be prepared in consultation with Dean, as to how the 60% of the total value is to be shared among various contributors: Principal Investigator, Other faculty Members, Technical staff directly involved, Students, if involved, Administrative staff, Fee for Scientific/Technical advise.

- b) 30% share of income, for overhead for the use of Department infrastructure:

These overheads include use of laboratory space, electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead can at the most be 30% of the total Consultancy charge.

- c) 10% share of income, for overhead expenses for the use of KRMU facilities.

A fixed amount of 10% of the total Consultancy charge is kept for using University's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department, if needed.

6. Standard Terms and Conditions

Consultancy work: The consultancy work should not interfere with the duties provided by KRMU. Alternate adjustment should be made for compensating non-availability of the concerned faculty/staff during the period of consultancy with prior approval from competent authority if consultancy work falls during working hours of University.

Duration of consultancy: Maximum consultancy period can be 40 days in a year and it is subject to approval of Dean research & development and competent authorities. Leave in case of field work could not be more than a week in a semester with the approval of competent authority. If the project is more than Rs. 1 Crore special permission could be requested and approved by competent authority.

Maintenance of consultancy fund: Account department shall keep a separate account for each consultancy work under the following heads:

- a) The total consultancy amount received
- b) Service Taxes (if any)
- c) Net contracted amount (a-b)
- d) Total expenditure
- e) Balance amount (c-d): Income from consultancy work
- f) Faculty/staff share: 60% of income from consultancy work
- g) University share: 40% of income from consultancy work

Total expenditure should cover the following cases related to consultancy:

- i). Consumable materials
- ii). Expenditure towards travel and stay in connection with consultancy work
- iii). Contingency expenses to cover cost of supply

- iv). Preparation of report
- v). Stationary etc.
- vi). Expenses for work to be carried out on payment basis
- vii). Expenses on account of use of KRMU resources
- viii). Any other costs considered appropriate.

Maintenance of accounts: The accounts of the all the consultancies will be maintained by the University and PI separately and will be subjected to audit. All the assets/equipment acquired for the consultancy will be accounted as the assets of the University.

Reports: Any test or other consultancy report given by K. R. Mangalam University will be based on work performed according to available standards. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from K. R. Mangalam University.

Payment: The payment of the consultancy work to K. R. Mangalam University is to be made in advance as per the norms before the start of the project, through online transfer/DD/cheque. The charges will also include any applicable tax as prescribed by the Government of India from time to time.

Termination: The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days.

Intellectual Property Right: All rights pertaining to any intellectual property generated/created/invented in the execution of the project, will be the joint property of K. R. Mangalam University and the consultant(s). Licensing for commercial use of IPs resulting from consultancy works will be jointly decided. The cost of patent filing, examination and protection shall be decided and agreed upon mutually. In case where the client is not willing to undertake the commercial exploitation for a period of two years from the date of development of the technology, K. R. Mangalam University shall have right to transfer the IP to a third party for commercial use.

Publication: Publication from consultancy work shall include the faculty affiliation and acknowledge the facilities used from the K. R. Mangalam University.

Royalty: Out of the sales made for a patent emerging from consultancy work, an annual royalty of a fixed percentage (to be decided by the K. R. Mangalam University and client) will be paid to the K. R. Mangalam University by the client.

Resolution of Disputes: Any disputes arising out of the project shall be amicably settled by both the organizations. The arbitration power shall lie with Registrar, K. R. Mangalam University in case of any dispute and the decision taken by the Vice Chancellor shall be final. In case of legal disputes the money in advance may be forfeited by KRMU.

Delay in completion of work: In case of delay due to some unavoidable reasons agreement may be mutually extended by signing on the original form, by both parties. Client can seek intervention of University, for remedial measures, if not satisfied with project progress.


Registrar

Annexure-I

Approval Form for Consultancy Work

1. Name of consultant(s):

2. Designation:

3. Department/School:

4. Name of beneficiary (Organisaton/company/etc.):

5. Consultancy work nature:

6. Duration of consultancy:

7. Amount under consideration:
 - a) Total Amount Receivable:

 - b) Service Tax (if any):

 - c) Total Proposed expenditure:
 - (i) Consumables:

 - (ii) Travel:

 - (iii) Contingency:

 - (iv) Any other:

 - d) Net amount (a-b-c):

8. KRMU resources involved (if any)
 - a) Other staff of KRMU:

b) Equipment and consumables:

c) Other resources:

Signature of Consultant(s):

Date:

9. Recommendation of Dean of School

I recommend to the work outlined above being undertaken. Alternate arrangement during his non-availability has been made and the assignment would be in the interest of the University.

Signature of Dean:

Date: