

## Consultancy Policy

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Consultancy Policy



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## 1. Preamble

Consultancy is a profession services given to third party where a person/staff engaged by a third party on a personal fee-for-service basis for the primary purpose of obtaining the benefit of professional knowledge, skills or expertise. Consulting activity is one of the important means by which staff at TeamLease Skills University can make available their knowledge and expertise to government, public sector organizations, community groups and business. Consultancy plays an important role in providing a

competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. This policy document will promote consultancy in innovative academic research and technical innovations by encouraging inter-disciplinary research through inter-university, intra-university and university-industry collaborations.

To address the interest of staff in consultancy, this policy document has been prepared to provide guidelines to the full time academic and non-academic staff, core research scientists, engineers of departments /centres /brach /division /community colleges, etc. and any other professionally/ technically well qualified employees of TeamLease Skills University who are interested in the consultancy work.

The university recognizes the value of its staff undertaking consultancy for outside bodies hence, encourages them to undertake consultancy on following agendas:

- Increases academic competence and advancement of professional expertise of staff member and provides a continuing professional education opportunity in the world outside academia and research
- Creates and enhances links between the University and external organizations that will aid the University in areas such as increasing research opportunities thereby helping the University in achieving its objective and mission of knowledge transfer to improve the local and regional economies
- May generate additional income for the staff member and increased funding for the University.

## 2. Objective

- Prepare broader guideline and define a framework to support consultancy activities and services at the TeamLease Skills University.
- Provide an income stream to the University, Service Departments and their Staff, and a financial return on capital investment.
- To encourage staff participation in consultancies which bring opportunities and benefits to the University, its staff and clients and recognition of staff for professional development.
- To provide a flexible management framework to cover the range of consultancies customarily undertaken by staff members using the University's name, services, space, facilities, equipment, intellectual property and/or paid work time, including consultancies directed toward charitable purposes, community service, and strategic priorities for the University.

- To provide guidance to persons inside and outside the University as to when and how consultancies may be undertaken using the University's name, services, space, facilities, equipment, intellectual property and/or paid work time.
- To set guidelines for sharing the income from consultancy activities across various legitimate participants.
- To set guidelines that will ensure equitable access to consultancy assignments by all staff members, irrespective to their designation.

### 3. Scope

This policy applies to:

- The policy covers any work or activity undertaken by university academic staff and non-academic staff in their field of expertise, for clients in government, private sectors or external agencies for which some financial return is provided in the form of professional fees or honorarium.
- All staff members of the TeamLease Skills University, who are involved in the conduct of a consultancy service and research services.
- All funds provided to the university for the purpose of conducting or supporting a consultancy service.

This policy does not applies to:

- Conferences and seminars to disseminate research findings
- Consultancy internal to the university
- Authorship of, or royalties from, the publication of books
- External examiner and assessment duties
- Editorship of academic journals or the publication of academic articles
- Professional arts performances
- Office holder of a professional body
- Public service such as serving on Government public body in the capacity of an expert
- Work which falls outside the professional expertise for which the member of staff is associated with or helping in a family business.
- Research projects funded Research Councils, charities or through research awards, where the main aim is to conduct research, without profit, in an innovative manner
- Any party of University primacies given on rent to Government body/ Third Party/ Trust/ NGO /Business /Private Entity.

### 4. Definition

It's provision/permission given by the Teamlease Skills University to the staff members or members to provide professional services to an external party/ third party.

The University is encouraging and committed to support external engagements that facilitate knowledge, service and technology transfer contributing to economic and social impact. This external

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engagement takes many forms but in defined circumstances may be considered as “consulting” activity.

Consultancy services offered may cover a variety of activities such as:

- Feasibility Studies
- Technology Assessments
- Assessment of Designs and /or Manufacturing Process
- Material, Energy, Environmental and Manpower Audits
- Product Design
- Process Development
- Hardware/Software Development
- General Troubleshooting
- Retrofitting Exercises
- Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.
- Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of clients, routine testing services may also be offered.
- Technical infrastructure / Computational facilities of the university may be offered to undertake the outside work of the clients. The use of physical infrastructure of the University Purely for Rent Purpose will not be covered under consultancy work.
- Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.

## 5. Policy Provisions

In seeking to facilitate consultancy activities by University employees, the Policy aims to ensure that appropriate attention is paid to:

- Risk and legal issues
- Taxation issues
- Insurance coverage
- Competitive neutrality and
- Protection of the brand and reputation of the University.

Employees can undertake consultancy work:

- As a University, Negotiated, or Community Service Consultancy
- As a private individual as a Private Consultancy
- Serving on Commonwealth or State committees, boards or tribunals.

## 6. Types of Consultancies

### 6.1 University Consultancies

University Supported Consultancy arrangements are only applicable to calls for provision of consultancy services required to be provided by the university as a corporate entity. A University consultancy is an arrangement for the provision by employees of the University, for consultancy services in return for a benefit to the University.

### 6.2 Research Consultancy

Under this an academic staff member provides research skills, knowledge or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

### 6.3 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 on a paid bases. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc., The provision of professional services such as designing, legal, technical and financial advice undertaken by members of faculty and staff.

### 6.4 Negotiated Consultancy

A Negotiated consultancy is one where it is appropriate for University to make some charge for the use of University resources, but not appropriate to look to make a profit or even for total cost recovery. An employee may enter into such an arrangement provided the consultancy is for the purposes of achieving University priorities. Any fees arising from a Negotiated consultancy would normally be returned to the University.

### 6.5 Committee, Boards or Tribunals

An employee may accept appointment to Commonwealth or State committees, boards, or tribunals provided permission is granted by the University Provost. The Provost must be satisfied that the appointment is for the purpose of achieving University priorities and does not conflict with the performance of the staff member's University duties.

### 6.6 Private Consultancy

Under this staff member is eligible to provide consultancy as an individual to third party keeping university in confidence. In Private consultancy staff member is solely responsible for all kind of liability, University has no responsibility or liability what so ever in the matter.

### 6.7 Community Service Consultancies

The University recognizes that its employees service the wider community in a variety of ways. A Community Service consultancy is an arrangement for the provision of advice or services as a contribution to the community. In such cases University will not seek to charge for its human resource component, however associated outgoing expenses may need to be met. An employee may enter into such an arrangement provided the consultancy is for the purposes of achieving University priorities. Any fees arising from a Community Service consultancy would normally be returned to university.



## 7. Consultancy Rules

All the consultancies mention in this policy document are governed by the following guiding principles:

- The project/proposal will be vetted by the *Consultancy Approval Committee (CAC)* and approval is subjected to review of this committee.
- Priority of the project/ proposal and its approval will be decided by the CAC.
- There should be demonstrable benefit to the University from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- The Consultancy must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation.
- At a minimum, the salary and on-cost charges set by the University must be applied to all project budgets. All Consultancies are required to include overheads.
- There will be provision of remuneration for the staff member who involved in consultancy project as per university norms.
- There will not be any financial sharing terms between university and staff member (individual) under the private consultancy
- The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position.
- The use of University trademarks such as letterheads, brands etc. or University intellectual property is strictly prohibited in Private Consultancies.
- No University facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy.
- The Private Consultancy is not within an area in which the University might be contracting to provide a service on a commercial basis, possibly utilizing the skills of the staff member involved.
- University is not bound by any agreement (written or otherwise) relating to the Private Consultancy.
- The staff member agrees to indemnify TeamLease Skills University and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity.
- The University allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not affect their regular duties and responsibilities. Consultancies shall be undertaken only with the approval of the *Consultancy Approval Committee (CAC)*. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.
- Except private consultancy for all other type of consultancy a detail project proposal required to pass through CAC including scope of project, impact, outcomes, schedule, budget, survey, current workload of project in-charge & project team members etc., however for private consultancy without disclosing details of project written approval is necessary from CAC.
- A Staff Member may only agree to provide University Consultancy services with the written consent of the Authorizer and in accordance with terms and conditions approved by the University.
- Under university consultancy, the Authorizer's approval is required to ensure compliance with cost recovery guidelines, protection of the University's Intellectual Property, and the

appropriateness of contractual obligations of the University including those relating to liability and Intellectual Property.

- The Authorizer may only approve consultancy if the Consultancy can be undertaken without detriment to the Staff Member's academic, research or administrative duties, and if the Consultancy will not adversely affect the academic workload of other Staff Members in the Department under the university consultancy head.
- Charges for the use of University resources will normally be based on the full cost of the resources as determined by the procurement Department and agreed by the Staff Member and the Authorizer.
- In his/her discretion, the Authorizer may decline to offer University support for a Consultancy if it is not in line with the requirements of university consultancy.
- For service as board member, committee member or tribunals budget will not be allocated to staff member, however leave with pay will be granted.
- For private consultancy employee have to apply for casual leave (CL) Privileged Leave (PL) Earned Leave (EL).

## 8. Consultancy Approval Committee (CAC)

All Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies. Applications to conduct Consultancy are required to be approved through. Budget will be allocated and approve as per the need and priority of university.

### 8.1 Committee

Provost, TeamLease Skills University	Chair Person
Dean(s) related department, TeamLease Skills University	Convener
Registrar, TeamLease Skills University	Member
Head Accounts, TeamLease Skills University	Member
Head of related department, TeamLease Skills University	Member
Industry representative (appointed by CAC preferably through related department and Provost)	Invitee
Academic representative (appointed by CAC preferably through related department and Provost)	Invitee

### 8.2 Approval Process

- Prepare a detailed project proposal
- Review before submission
- Submit/present before the CAC committee
- CAC committee review and approval/rejection remarks
- Implementation of project (including documentation) as per CAC remarks
- Present project progress on outcomes, impact, benefits to university before CAC
- Project closer note submission (documentation) before CAC

## 9. Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the relevant University Officer for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the University's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- Financial or non-financial interests
- Teaching or course work for another institution;
- Work performed for a supplier of goods or services to the University; or
- Work undertaken with an organization to which the University supplies goods or services.

## 10 Intellectual Property

Any intellectual property arising from any Research and Non-research Consultancies shall be owned by University.

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