



***MEWAR UNIVERSITY,  
GANGRAR, CHITTORGARH,  
RAJASTHAN -312901***

**CONSULTANCY-POLICY AND PROCEDURE**

**Compiled by**

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Chittorgarh, Rajasthan, India

  
**Registrar**  
Mewar University  
Gangrar, (Chittorgarh)

# CONSULTANCY POLICY DOCUMENT

## AREA

Research and Consultancy

## INTRODUCTION AND OBJECTIVE:

University Consultancy is an arrangement between the University and a third party which may involve a member of staff/research student and use of University facilities and other resources in the provision of the consultancy services.

Mewar University is a self financed university established as per Rajasthan Govt., Mewar University Act -2009 "No. F.2(1) Vidhi/2/2009 in persuasion of clause (3) of article 348 of the constitution of India. The University is recognized and approved under section 2(f) and 12(b) of the UGC act and empowered to confer Degree/Diploma/ certification under 22(1) of UGC act. The Mewar University is NAAC accredited as well approved by AICTE, Pharmacy council of India (PCI), Bar Council of India (BCI), and National council for Teacher Education (NCTE). The University is imparting the higher education since 2009 and provided higher education with different learning methods (smart classes) to thousands of students till now since its establishment. The University offers courses as Under Graduate, Post Graduate, Master of Philosophy and Doctor of Philosophy Courses as well as certificate and diploma courses at its premises. Extra competition classes for different competition by highly qualified and trained faculty and placement in various corporate sectors.


  
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2

The Mewar University encourages staff to undertake certain kinds of work, including a range of professional activities and some types of consultancy. It considers that these activities can enhance the standing and reputation of the University and also enables it to respond to the needs of the region in line with Government wishes. It also acknowledges the value of knowledge exchange in the

Consultancy is essentially a knowledge based profession and consultants play an important role in technological, industrial and economic developments and are effective agents of change in the society for social welfare. Consultancy plays an important role in providing a competitive edge to an organization. Keeping in view the importance of higher education in transforming the economic fortunes of a country by emphasizing innovations, Mewar University has taken several measures for promoting innovative research by encouraging inter-disciplinary research through inter- university, intra-university, university-institute and university-industry collaborations. It includes an assignment or job basically for providing expert advice, training, testing at laboratories, market research and other related work.

The University encourages members of staff, where appropriate, to undertake high quality work on behalf of public, industrial, commercial, scientific, educational, cultural and international organisations. Such work should be of mutual benefit, demonstrating our wider economic, social and cultural contribution and enhance our research, enterprise, learning and teaching activities. The University considers it highly desirable that its staff should undertake work under the guidance of the University. Nevertheless,

  
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Gangrar, (Chit'orgarh)

in accordance with staff contractual provisions, University Staff (as defined below) may undertake outside work in a private capacity provided that such work complies with this Policy and Guidelines. Staff on fractional appointments are free to work on a private basis when not employed by the University.


### **Constitution of the Consultancy Board:**

There will be a dedicated Consultancy Board which shall be constituted as follows:

1. Vice-Chancellor Chairperson
2. Pro Vice-Chancellor Member
3. Deans of Respective Faculties Member
4. Heads of the Consulting Departments Member
5. Finance Officer Member
6. One Professor nominated by the Vice-Chancellor Member
7. Registrar

### **OBJECTIVES:**

- To establish a framework to support Consultancy activities at Mewar University
- Create an attractive brand for the University
- Provide academic staff with extra index of assessment towards promotion
- Promote consultancy practice throughout the University
- Optimize use of infrastructure and facilities
- Develop the staff capacity to carry out consultancies through seminars and workshops

  
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## University Consultancies

- (A). University Consultancy means any Consultancy Work, where the contract for that work involves the University and external clients.
- (B). University Consultancies may —
- (1). make full use of **University Property**; and
  - (2). be performed during **University Time**.
- (C). University Time means the hours of work stipulated in an Employee's
- (1). University of Western Australia Academic Employees Agreement;
  - (2). University of Western Australia Professional and General Employees Agreement; or
  - (3). common law employment agreement.
- (D). The amount of University Time permitted to be used for University Consultancies must be agreed by the Employee and their Manager with consideration to —
- (1). the requirements of the Employee's role;
  - (2). the Employee's performance; and
  - (3). the value contribution of the University Consultancy.

## POLICY STATEMENT

- This policy on Consultancy will provide a clear framework to the faculties/research group who are engaged in or wish to engage in consultancy works and to all stakeholders
- The consultancy policy will benefit the teaching programmers and facilitate the new research opportunities.
- Faculty members involved in the Consultancy work can avail on-duty if industry/site visits are required.

  
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- Publication if any arising from consultancy work should include the faculty affiliation of the University and acknowledge for the facilities used from the college.
- The revenue generated out of consultancy services should be shared with Management, Faculty/research Group and Department.

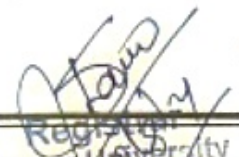
### **PROCEDURE**

- The person/organization who requires a consultancy service should write a request letter to the respective Coordinator/Convener.. All projects should be carried out with approval of Coordinator/Convener.
- The letter is forwarded to identify the research group/faculty that has the required expertise.
- Consultancy Cell convenes a meeting with the client to discuss the terms and condition.
- Discussion an MoU may be prepared in which the nature of consultancy work and commercials are clearly depicted and signed between the client and University.
- The members engaged in the consultancy work shall periodically report the progress of the consultancy work.
- The rules and mechanisms for the allocation of consultancy income require to appropriately reflect the range and nature of costs which may be incurred by an individual and by the University in the course of a consultancy

### **Dispute Resolution:**

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining

6

  
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 Gangrar (Chittorgarh)

unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the University.

### **DIVISION OF INCOME**

The faculty members of the university involved in the consultancy are refereed as consultants and the industry or department involved in consultancy are referred as consultants. Or any other outside agency seeking consultancy is refereed as beneficiary.

The distribution ratio of the consultancy fee after the deduction of any direct costs would normally be as follows:

University Dedicated Account	-	30%
Faculty, Lab Staff including Additional Staff	-	70%

The university share and consultant share should be collected separately.

### **Forms and Formats:**

Forms and formats for seeking Consultancy will be provided by the consultancy cell.

### **APPROVAL AND DISBURTION:**

All University approved 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.

Consultant fees may be disbursed upon completion of job and after receipt of completion certificate of the project.

- *The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case.*

  
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