

CONSULTANCY POLICY

Swarnnim Startup
&
Innovation University

Academic Year: 2024-25



THE CONSULTANCY

Consultancy is essentially a knowledge based profession and Principal Investigators play an important role in technological, industrial and economic development and are effective agents of change in the society. Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign Principal Investigators have also started operations in India. However, the domestic consultancy capabilities need to be strengthened and skills be upgraded continually in several sectors, since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. 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. Over the last few decades, legitimate appreciation of the commercial value of technical know-how has grown both within the academic / non-academic community and in the society at large. The pace of development of the human mind, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the University in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socioeconomic and technological growth. Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, Swarnim Startup & Innovation University has taken several measures for promoting innovative academic research and technical innovations by encouraging inter-disciplinary research through inter-university, intra-university and university-industry collaborations.



Keeping in mind the intellectual strength of Swarnim Startup & Innovation University growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, the Consultancy rules have been formulated to provide guidance to the Permanent and Regular faculty under Self Finance Scheme, Core Research Scientists, Engineers of Institutes and Departments and any other Professionally / Technically well qualified employees of Swarnim Startup & Innovation University interested in the consultancy work. This document specifies the rules and norms of Swarnim University regarding consultancy and obligations depending upon the nature of consultancy. The rules laid down in this document are expected to fulfill the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.

PURPOSE:

With the vision to improve higher education Swarnim Startup & innovation University encourage and support faculty members for undertaking research and consultancy work with outside agencies within India and abroad which in turn enhances both economic and academic growth of the University.

OBJECTIVES:

- ❖ To promote academic research and consultancy among students and teachers of the University for social benefits and developments.
- ❖ To improve institutional coordination to encourage students and teachers to Undertake research projects for social benefits and developments.
- ❖ To encourage departments and schools of the University to signed Memorandum of Understanding (MoU) at regional, national and International levels to enhance the inter-institutional collaboration and exchange of faculties and students for human resource development.

COVERAGE:



The Collaboration Policy applies to all departments and schools of the University in order to achieve the Mission and Vision of the institution.

GUIDELINES FOR MOU/AGREEMENT:

- ❖ If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses.
- ❖ **General:** This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.
- Scope:** This section should spell out briefly the nature of work, its limitations and the expected end results.
- ❖ **Time Frame:** This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.
- ❖ **Consultancy Charges and payment terms** the document must clearly indicate the charges to be paid including applicable service tax along with payment terms.
- ❖ **Responsibilities:** This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.
- ❖ **Patents/Publications:** The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.
- ❖ **Force Majeure:** This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events.
- ❖ **Disagreement/Dispute:** The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier.



- ❖ Liability: This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage.
- ❖ Amendment to the MoU: The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

Consultancy Rules and Norms:

A. Scope of Consultancy Services offered.

1. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments, Public and Private entities, NGOs and other National and International agencies in niche areas of expertise available in the University.
2. The services offered shall be along the lines of Professional Services and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions.
3. Consultancy services offered may cover a variety of activities such as R & D, Feasibility Studies; Technology Assessments; Assessment of Designs and / or Current 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, professional and legal expertise to select groups in specific organizations, vision and strategy statement and so on.
4. 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.



5. Technical infrastructure / Computational facilities of the Swarnim Startup & Innovation 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.
6. 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 I Standardization of laboratory equipment used for such purposes.
7. All Consultancy and related Jobs need to be structured and executed in the spirit of promoting Swarnim Startup & Innovation University - Industry Interactions, as a vehicle for augmenting current levels of excellence in teaching and research, and in the process, generating funds.

B. Categories of Consultancy Projects

1. Departmental Consultancy Projects:

A project referred to the Vice Chancellor/Registrar/Head of the Department may be taken up as a Departmental Consultancy Project. Normally, large consultancy projects involving multi-disciplinary/ inter-departmental inputs or requiring use of large facilities likewise projects which were expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects.

However, for centres/ departments with special character different from normal teaching departments the respective centres/ departments may define the scope of Departmental Consultancy Projects, in accordance with their needs. A Departmental Consultancy Project will have at least two investigators. The investigators may be nominated by the Vice Chancellor



from the faculty members having expertise in the relevant areas in consultation with the HOD.

2. Individual Consultancy Projects

All Consultancy Projects, which are not Departmental Consultancy Projects will be treated as Individual Consultancy Projects.

C. Types of Consultancy Projects

1. Type I Consultancy Projects

Consultancy Projects without use of Institute laboratory/equipment/ infrastructure/ computational facilities will be classified as Type I Consultancy Projects which is to be normally done after the University hours.

2. Type II Consultancy Projects

Consultancy Projects involving use of Institute laboratory equipment/ infrastructure/ computational facilities. Such projects will cover R & D Projects, methods & Process Development, field testing and field measurements, calibration of equipment/ instruments and testing of material/ equipment in laboratory/ field, will be classified as Type II Consultancy Projects which can be done within the University hours or beyond it.

Note:

Each Consultancy project will be classified either as Type I or Type II and will not be bifurcated. In case of multi-disciplinary/ inter-departmental projects, a single project can be divided into subprojects of the same type on mutually agreed terms, by the consenting Department.

D) Consultancy Fee:

There are no rigid norms for calculating the consultation fee. The consultancy fee shall be agreed upon mutually by the PI and the client based on the scope of work, time spent, equipment, facility, consumable, travel, hiring staff on




temporary basis etc. It is the responsibility of PI to accept the proposals which are financially viable and does not put any financial burden on the University. All statutory levies/ taxes shall be taken into consideration while preparing the proposal.

E) Norms for Expenditure:

- i) The Principal Investigator may get specific work done on payment from outside.
- ii) The expenditure towards consumables, travel, stationery, any special accessories for existing equipments may be incurred as per the annual rate contracts/ other procedure of the University.
- iii) An effort should be made to keep the entire expenditure on the project dealing either with consultancy or testing work to a minimum and in no case it should be allowed to exceed total of the gross fee paid by the client. It will be clearly indicated by the PI in the proposal.




Registrar
Swarnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.