



## **Consultancy Policy-2022**

### **Dr. Shakuntala Misra National Rehabilitation University, Lucknow**

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- ❖ **Vision:** Strive to accomplish the goals of humanitarian society through Inclusive Education and Rehabilitation of Persons with Disabilities.
- ❖ **Mission:** To become a Global Centre of Excellence of Higher Education and Rehabilitation for Empowerment of Persons with Disabilities with their Co-peers on the Maxims of inclusiveness and togetherness.
- ❖ **SCOPE:** The Policy shall be called “Policy for Consultancy” (PC) for Research and Development in DRSMNRU, Lucknow U.P as per scope and mandate of DSMNRU, Lucknow. Consultancy services will be rendered in the fields of education, special education, research, training and dissemination of information in rehabilitation, sciences, basic sciences, computer & information technology, economics, agriculture, rural development, commerce, management, history & archaeology & other fields of knowledge. Technology development through cooperative programmes with other organisations/institutions/institutes/ HEIs of national and international repute-RCI, BCI, CSIR, DST, SERB, ICAR, DBT, AICTE, ICSSR, ICMR, ISRO, BARC & others.
- ❖ Standard Operating Procedure (SOP) of Consultancy Policy DSMNRU that shall be followed is proposed below:
  1. The Academic and equivalent Technical staff of the university will be eligible to undertake consultancy and or render technical services, as the case may be, to HEIs of national and international repute-RCI, BCI, CSIR, DST, ICAR, DBT, AICTE, ICSSR, ICMR, ISRO, BARC & others organisations. If necessary, permission can be granted for the use of university facilities.
  2. A request for consultancy services shall be addressed to the Competent Authority of the University through proper channel on behalf of the University.
  3. It may, however, be received directly by a staff member and forwarded to the Competent Authority of the University through proper channel for the consideration.

iii. In any case, point 2 & point 3 above, one shall not proceed the proposal before getting due clearance from the Competent Authority of DSMNRU.

#### **4. Terms of Reference (ToR):**

**i.** The ToR shall include:

(a) Precise and clear statement of objectives & expected consultancy.

(b) Outline of the consultancy to be carried out.

(c) Schedule for completion of consultancy work.

(d) The material and service to be provided by the University/Department to facilitate the consultancy.

(e) The final outputs that will be required of the Consultant.

(d) Specific mention of the institution to which consultancy is sought shall be mentioned.

**5.** Technical and Financial Aspects should be analysed and evaluated by the related Committee constituted under Research and Development Cell (RDC).

**6.** The related Committee constituted under RDC for the aforesaid purpose shall record in detail pen down the reasons for acceptance or rejection of the technical and financial proposals analysed and evaluated by it.

**7.** Permission to undertake consultancy work up to rupees (*amount to be decided by the Competent Authority/Statutory Body of the university*) will be given by the Competent Authority on the recommendation of the Head of the Department & Dean of the Faculty/Director and by the related Committee constituted under RDC.

**7.1** Consultancy work of an amount of rupees (*amount to be decided by the Competent Authority/Statutory Body of the university as per the Financial Provision of approval by the Competent Authority*) shall be approved by the Vice- Chancellor.

**8.** Once the terms of consultancy are approved, contract sign and advance received, it becomes the duty of the Principal Consultant (PC) to ensure the satisfactory progress and completion of the project in time. For this purpose, PC may make temporary appointment of full-time or part-time staff for a period up to six months, draw advances and make expenditure in accordance with the

requirements as the projects progresses. Competent Authority's approval will be required for appointment of staff.

**9.** While approving of a consultancy proposal, the following will be taken into consideration:

**9.1:** The normal duty of the *teaching faculty member, Principal Consultant and the staff member* do not suffer;

**9.2:** The *teaching faculty member, Principal Consultant and the staff member* does not undertake consultancy work for more than 30 days in one go and maximum up to 60 days in a calendar year (*30 days or a maximum of 60 days in Calendar year, including holidays*).

**9.3:** The total annual income of an individual (*The teaching faculty member, the Principal Consultant and the staff member*) from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.

**9.4:** The proposal put for the consideration of approval shall not be in violation of vision, mission & objectives of DSMNRU, DSMNRU Research Policy 2022 and the rules & regulations of the government, UGC or any other regulatory agencies, as the case may be.

**10.** While working out the cost of consultancy project, the following be taken into consideration:

10.1. Cost of consultant's time, including intellectual fee.

10.2. Cost of man days of the staff taking part in the project, excluding the consultant(s)

10.3. TA and DA (as per agreement with the client).

10.4. Cost of inputs (like assistive devises for the Persons with Disabilities, Facilities available with Artificial Limb Centre (ALRC), chemicals, raw material and other types of consumables) and equipments.

10.5. Usage charges on equipment (*including depreciation and utilities, inter alia*).

10.6. Payments to outside consultants.

10.7. Cost of stationary.

10.8 Computer charges.

10.9. Miscellaneous.

10.10. Administrative charges (10% of 10.2 to 10.9).

10.11 DSMNRU Research Policy 2022 shall also be referred and followed.

**All payments will be received by the University under a separate budget head of “Consultancy Services”.**

**11.** The distribution of consultancy amount received will be as under:

11.1 In case of advisory Consultancy, 60% of the amount received for item 13.1 (cost of consultants’ time, including intellectual fee) will be paid to the consultant(s) and 40% will accrue to the University.

11.2 In case of Service Consultancy with respect to 10.2 and 10.3 above, 50% clear cut provision shall be spelt out between both parties.

11.3 In all cases the apportioning of consultancy amount will be as under:

i. Out of total share of the University (i.e. 40% of the consultancy fee charged), 10% will be paid to the University as administrative charges, 15% will be paid to the ‘Corpus Fund Foundation for Higher Education & Research’ established by the University and 15% will be paid to the Consultant for TA / DA and other related expenditure of the consultant for visits / meetings etc. The rest 50% will be available to the department concerned for the purchase of equipment or material for any academic activity and promotion of the industry participation.

ii. The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.

**12.** Examination duties, delivered special lectures, Participation University, College and Public Service Commission Selection Committees and membership of Board of Directors of Companies are not included in consultancy services.

**13.** The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty, on such terms and condition as may be approved by the Vice-Chancellor.

**14.** Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by Competent Authority) will be paid to the University by the client.

**15.** Proposal for consultancy for the Persons with Disabilities (PwDs) to sensitize on issues related to PwDs to institutions, organisations, research institutes, HEIs including those mentioned in the Scope shall be given priority.

**16.** On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, and the audited statement of accounts will be submitted to the University / the related Committee of Research and Development Cell for its records. Any unutilized amount will be transferred to the “Research Fund” of the University.

**17.** In case of any ambiguity, the decision taken by the Competent Authority of the university will be final.