
KANNUR UNIVERSITY
കണ്ണൂർ സർവകലാശാല
Re-accredited by NAAC with ‘B++’ Grade

Policies of Kannur University

Internal Quality Assurance Cell (IQAC)
Kannur University

KANNUR UNIVERSITY

CONSULTANCY POLICY

1. About Consultancy Policy KU

Recognizing the worth, value and capability of staff of the university in undertaking consultancy, Kannur University has envisaged consultancy policy through which the infrastructure, knowledge and expertise of staff, departments and the university can flow to and from business and other external agencies contributing to innovation and productivity. The state of Kerala and its regions like the comparatively underdeveloped north Malabar's development in industrial and other sectors demands the complete involvement of trained manpower from Kannur University. Along with this, the University will be able to extend its expertise in solving problems and developing processes and products at national and global level. To achieve this Kannur University encourages its staff members to undertake consultancy projects as a part of their duty. The University envisages its policy on consultancy to speed up the developmental initiatives of the State and especially of North Malabar. Successful completion of consultancy projects improves manpower skills and provides financial incentives to the institution and to the individuals. The University, through its consultancy programme aims at augmenting the internal resources and promotion of University-Industry tie up for overall development of the society. For the smooth implementation of the consultancy projects, Kannur University's core policy on consultancy encourages staff to engage in consultancy in a manner consistent with contractual responsibilities.

2. Consultancy – Scope, Rules and Norms

2.1 **Scope**

2.1.1 Consultancy services can be offered to industries, service sectors, government departments, other national and international agencies, private undertakings, organizations, groups and individuals in areas of expertise available in the university.

2.1.2 The services offered shall be along professional services and abiding to legal and ethical requirements associated with such services, keeping in mind the potential liabilities arising from undertaking such consultancy.

2.1.3 Consultancy services may cover a variety of activities including undertaking large and small consultancy projects, conducting feasibility and assessment studies, environment and manpower audits, process development, technology application, transfer of skills and knowledge to selected groups/individuals, offering of personal expertise in committees/policy making, expert consultants to professional groups/individuals, expertise in strategic planning and implementation and so on.

2.1.4 All consultancy and related services need to be structured and executed in the spirit of promoting Kannur University.

2.2 **Rules and Norms** – Consultancy work will be undertaken by KU faculty subject to the following norms.

2.2.1 The responsibility of conduct and completion of consultancy projects/services will lie with the consultant faculty or team. The Director, Research and Development Cell of KU would only provide necessary administrative sanctions and support.

2.2.2 Consultancy shall not be at the cost of the regular duties of the faculty as per the existing university rules and regulations.

2.2.3 All expenses for the consultancy project/services shall be met by the individual/team/organization/firm as the sponsoring agency (client).

2.2.4 All income generated from consultancy (consultancy amount received minus expenditure for consultancy project/service) shall be shared as mentioned in utilization of income generated mentioned in 4.1 to 4.5.

2.2.5 Minimum total budget for a consultancy project must be Rs 10000/-

2.2.6 Recruitment of temporary staff for consultancy projects shall be done following the university norms for temporary staff recruitment. Purchase and travel for the consultancy project/services shall follow the existing rules of the university.

2.2.7 Consultancy assignments may be taken up and implemented based on the rules and norms mentioned above, without affecting the academic and research activities.

2.2.8 The services of other permanent employees of the university may be utilized for the execution of consultancy projects/services provided it does not affect their primary functions and responsibilities in the university. This may be done with prior approval from the Vice Chancellor.

2.2.9 Students and research scholars willing to work on consultancy projects may be permitted as per university rules without affecting their academic commitments and performance. Honorarium to such students may be fixed as per university rules or with prior permission of the university.

2.2.10 Each consultancy project/services shall be taken up based on (i) Standard terms and conditions signed by both parties or by effecting a specific agreement or MoU describing the details of contract. (Refer to Kannur University MoU policy for further details); or may be based on an MoU signed by both parties and approved by the Vice Chancellor.

2.2.11 Travel out of campus for consultancy projects/services should be done with prior permission of the Head of the departments/schools in case of faculty members and prior permission from Vice Chancellor for the Heads of the departments.

3 Mode of Operation

3.1 A consultancy project cell under the research directorate of Kannur University will be the administrative unit of consultancy activities.

3.2 Each Consultancy Project/service will have a Principal Consultant (PC), who will be responsible for

3.3.1 Preparing the project proposal/service contract which may include (a) planning, (b) cost estimation and (c) identification and incorporation of other consultants, if required.

3.3.2 Execution of work in a time bound manner.

3.3.3 Obtaining necessary approval from appropriate authorities depending on the nature of the consultancy project and handling all communications with the clients after the project has been accepted.

3.3.4 Writing intermediate and final reports according to the project proposal as required

3.3.5 Making recommendations to the Director of Research regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.

3.3.6 Maintaining visibility of the consultancy programme of the University through public relation strategies.

3.3.7 Exploring the possibility of sharing IPR along with the concerned individuals/institutions seeking technical consultancy (Client).

3.4 Appointment of Principal Consultant and Approval of Consultancy Project/Service

3.4.1 Clients usually approach the University for Consultancy work through a faculty member or a functionary of the concerned department (i.e. Head, Dean or Director). Concerned expert in the required area will be Principal Consultant.

3.4.2 The Principal Consultant will have to prepare a detailed project report in consultation with the industry/institution and other experts from within the University. If required, the services of suitable experts from other institutions may also be utilized. The project proposal thus prepared along with an appropriate budget component needs to be forwarded to the client by the Director of Research and Development Cell. In extreme emergencies, a faculty member may take up an assignment from a client with intimation to the Director of Research and Development Cell, and then seek approval. However, the final approved budget will be subject to the approval by the Director of Research and Development Cell

3.4.3 In the case of constancy projects exceeding Rs One lakh, the entire expenses for the completion of the consultancy project need to be deposited to the University for the Commencement of the project. However, in the case of other Government Departments/Institutions or organizations coming under Public Sector special arrangements for paying fee may be allowed with approval of the Vice Chancellor.

3.4.4 All payments from clients will be received by the University and expenditure and disbursements made through normal University procedures. On receipt of the payment, the office of the Director of Research and Development Cell can give permission to initiate the work related to the consultancy by giving directions to the Principal Consultant and the representative of the client.

3.4.5 If required, the Director of Research can evaluate the progress of the project through an interim report.

3.4.6 Submission of final report to the client in a time bound manner or the end of period of consultancy services as per the contract marks the end of the consultancy project/service.

3.4.7 In the case of a situation where the client requires continued support from the principal consultant, agreements for the same need to be executed.

4. Utilization of Income Generated from Consultancy

4.1 The income earned from consultancy (total consultancy fee minus expenditure incurred in undertaking and completing the consultancy) under the head consultancy through consultancy project/services should be divided between the consultancy team and the University in a manner given below.

4.2 In case of large consultancy projects/services (total consultancy project exceeds Rs 10 lakhs), and utilizing the infrastructure resources of the university (laboratory, physical infrastructure, etc., undertaken as a team project, the income will be disbursed as follows: 60% of income generated will be shared among the consultancy team (the relative share for principal consultant and co-consultants may be proposed by the consultancy group and approved by the Vice Chancellor), 20% will be deposited in the department development fund which can be utilized for purchase of equipment or maintenance in the department, and 20% will be deposited/retained in the university account.

4.3 In case of consultancy projects/services (total consultancy project between the range 2 lakhs to 10 lakhs) undertaken either as a team or individual project, utilizing the laboratory or physical infrastructure of the university, the income will be disbursed as follows: 70% of income generated will be shared among the consultancy team, 20% will be deposited in the department development fund which can be utilized for purchase of equipment or maintenance, and 10% will be deposited/retained in the university account.

4.4 In case of consultancy projects/services undertaken either as a team or individual project (total consultancy project exceeds Rs 2 lakhs), utilizing the laboratory or physical infrastructure of the university, the income will be disbursed as follows: 70% of income generated will be shared among the consultancy team, 30% will be deposited in the department development fund.

4.5 In case of consultancy projects/services undertaken either as a team or individual project (total consultancy project below Rs 2 lakhs), without utilizing the laboratory or physical infrastructure of the university, the income will be disbursed as follows: 80% of income generated will be shared among the consultancy team, 20% will be deposited in the department development fund.

4.6 The department development fund earned through consultancy share shall be utilized to facilitate consultants/ faculty and research scholars as approved by department council following expenses under heads of expenditure: (i) support funds for ongoing research, (ii) equipment maintenance, (iii) minor laboratory development, (iv) research-oriented community activities.

4.7 Service tax (existing as per government rules) on consultancy fees will be collected from the client along with consultancy charges since consultancy services come under GST.

4.8 Professional extension services including examination duties, special lectures, participation as member of selection committees, etc. are not included under consultancy.

5. Other matters

5.1 Earnings from technology transfer, revenue sharing, sales from patent emerging from consultancy projects will be based on the Intellectual property policy of the university or as decided by the university from time to time.

5.2 Notwithstanding the above, considering the best interest of the university, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the Vice Chancellor

5.3 After the completion of the consultancy project, a copy of the synopsis of the project, keeping in view the confidentiality clause of the project and the audited statement of accounts shall be submitted to the university.

5.4 Income and share of income earned by individual from consultancy will be taxable as per government of India rules.

5.5 All financial transactions related to consultancy will be through bank transfer through appropriate university accounts.

5.6 In case of dispute or lack of clarity on any issue, or any ambiguity, the matter must be reported to the Vice Chancellor, and the decision of the Vice Chancellor will be final and binding.

Submitted by
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