

## TILAK MAHARASHTRA VIDYAPEETH

### Guidelines for Carrying Consultancy work by the Academic/Technical staff

#### Consultancy Rules

The Vidyapeeth has expertise in various research areas to share knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important contribution in industrial growth of the nation and the expansion of academic excellence

1. A consultancy project/task/work is one where faculty and technical staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively a work in which all outputs belong to the client.
2. The service/consultancy provided may be of the following types:
  - (a) Institutional Consultancy
  - (b) Individual Consultancy
  - (c) Technical Services
  - a. Institutional consultancy relates to advice rendered to an industry/organization, or work done for them, by a Department/Group/individual on behalf of the University. The Principal Consultant will be identified by the Vice-Chancellor, or a person authorized by him.
  - b. Individual consultancy related to consultancy or work undertaken by an academic/technical staff member in his individual capacity.
  - c. Technical services relate to providing of routine technical data/ information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
3. A request for consultancy services shall normally be received by the Registrar on behalf of the University. It may, however, be received directly by a staff member and forwarded to the University, for its consideration.
4. Permission to undertake consultancy work may be given by the Registrar on the recommendation of the Dean/ HoD of the Department or by any other person authorized to do so.
5. All payments for consultancy work must come in the name of the Registrar of the Vidyapeeth. The Vidyapeeth will then do the needful for complying with statutory laws and then disburse the honorarium to the faculty/staff as the case may be.
6. The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.

7. Service tax on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelt out in the proposal itself.
3. All consultancy proposals must be sent to Lokmanya Tilak Center for Research and Development, for endorsement and approval along with the consultancy project agreement documents.
4. The Vidyapeeth normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Vidyapeeth may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon. The expenditure and disbursements will be made through normal Vidyapeeth procedures.
5. IPR issue: All IPR related issues are agreed between the Vidyapeeth and the funding agency. Preferably, IPR will be jointly shared by Vidyapeeth and the funding agency.
6. MoU/ agreement preparation: Vidyapeeth has guidelines for drafting MoU/Agreement.
7. When MoU is clear in all prescribed guidelines and acceptable to both the parties, it will be sent to the Vice chancellor, TMV through Chairman, Lokmanya Tilak Research Wing for approval along with the Note File (summary of MoU). A copy of the duly signed MoU will be sent to the other party and a copy retained in the office of Lokmanya Tilak research wing.
8. Project responsibility: These projects will be headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The Vidyapeeth provides the PIs necessary support.
9. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority.
10. After completion of the project, final report should be submitted to the funding agency.

#### Calculation of Expenses:

- When money is received in a lump sum, the following procedure will be followed. At the first instance PI and CO-PI Expenses and 80% is deducted from the total amount received. Next, 20% balance funds are credited into the project account as per the budgetary allocations of the project.
- Service tax will be deposited in a suitable account in accordance with the rules of Government of India.

### 11. External Consultants in Consultancy Projects

The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees.

(\*New Format will be introduces and mandatory used from March 2018)

**Tilak Maharashtra Vidyapeeth, Pune**

**CONSULTANCY PROJECT PROPOSAL FORM**

**(For Internal use only, To accompany all project proposals)**

- I (A) Name of the Project :
- (B) Principal Co-ordinator (s) :
- (C) Co-ordinator (s) :
- (D) Consultancy Agency being :  
approached
- (E) Name of the Representative:  
Phone  
Fax  
E-mail
- (F) Value of the project proposed
- (G) Duration of the project propose

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Head of Department

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Principal investigator

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Chairman, Lokmanya Tilak  
Research

