

**SADHU VASWANI (AUTONOMOUS) COLLEGE
(SANT HIRDARAM NAGAR), BHOPAL**



CONSULTANCY POLICY

Session 2025-26

SADHU VASWANI AUTONOMOUS COLLEGE

Sant Hirdaram Nagar, Bhopal, M.P., India

GUIDELINES FOR CONSULTANCY SERVICES

Guidelines for undertaking Research & Consultancy work by the Academic and Technical Staff of Sadhu Vaswani Autonomous College, Sant Hirdaram Nagar, Bhopal

(In line with the ORDINANCE No. - 16 CONSULTANCY SERVICES - Guidelines for undertaking Research & Consultancy work by the Academic and Technical Staff of M.P. Universities; Letter from Govt of MP: 462/102/CC/22/38 dt. 06.07.2023)

1. PREAMBLE

Consultancy or application of academic and research knowledge increases the professional and/or academic competence and experience of the staff member and provides a continuing professional education opportunity in the world outside academia and research; creates and enhances links between **Sadhu Vaswani Autonomous College, Sant Hirdaram Nagar, Bhopal** and external organizations that will aid the Institute in areas such as increasing research opportunities, and student recruitment and placement, and helps the Institution to achieve its mission of knowledge transfer to improve the local and regional economies; and may generate additional income for the staff member and increased funding for the Institute.

A formal framework to guide the implementation of consultancy processes is included in this document. These guidelines seek to lay down the processes for translating creative works. Parties engaged in consultancy work include faculty members, research scholars/students, and other technical employees.

1.1 Purpose

To set out the principles and procedures governing consultancy and other outside services undertaken by faculty members, research scholars/students, and other technical employees of the Institute.

1.2 Applicability

Applicable to all academic and academic-related technical staff members at any grade and research scholars/students.

1.3 Definition of Consultancy

“Consultancy” means the application of existing knowledge, expertise, and skills, including activities analogous to consultancy rendered to any individual, company, or institution outside the institutional system.

1.4 Institute Supported Consultancy

Consultancy provided through a contract entered by the Institute or its units (department/cell/club etc.) with a third party, utilizing substantial institutional resources, staff, and funding.

1.5 Direct Consultancy

Consultancy provided by faculty/staff with permission of the Director where only nominal institutional resources are used (routine office/computer/electricity usage not considered substantial).

Sadhu Vaswani Autonomous College, Sant Hirdaram Nagar, Bhopal, M.P.
Accredited with B+ Grade by NAAC

2. GENERAL APPLICABILITY

2.1 Project Types

Each consultancy project shall be undertaken under:

- Standard Terms and Conditions
- Specific research agreement or Memorandum of Understanding (MoU)

2.2 Categories of Consultancy

2.2.1 Category-A: Expert Advice & Development Projects

- Analytical studies
- Simulation/modelling/optimization
- System/process design
- Industrial product/system development
- Software development (offline/online)
- Laboratory development
- HR development programmes
- Recruitment/entrance exams

- Validation of designs/drawings
- Advisory retainership
- Project implementation/supervision
- Extension activities
- Paid internships

2.2.2 Category-B: Testing Projects

- Calibration
- Testing of products/samples
- Prototype development

2.3 Capital Equipment

Major equipment (as defined by the Institute) may be purchased through consultancy projects.

2.4 Eligibility

Full-time faculty members of Departments/Centres/Cells/Clubs.

3. INSTITUTIONAL CONSULTANCY: TERMS & CONDITIONS

- Consultancy must be distinct from institutional projects.
- Requires approval of the Principal.
- Maximum **60 days/year** allowed (excluding leave/holidays).
- Principal ensures compliance with cost recovery, IP protection, and contracts.
- Charges for institutional resources based on full cost.
- Appeal to Principal if permission is denied.
- Not allowed when:
 - Conflicts with institutional projects
 - Restricts institutional research/consultancy
- Court-related consultancy requires written permission.
- Annual declaration of consultancy days mandatory.
- Retired staff/students may participate as per norms.
- Minimum charges decided by Institute.
- Site visits/discussions may be chargeable.
- Charges once fixed are non-negotiable (unless scope changes).
- IP governed by Institutional Policy.
- External consultants' fee $\leq 40\%$ of project cost.
- Payment generally in advance (milestone-based allowed for large projects).

4. COMPENSATION FOR CONSULTANCY

4.1 Institute Supported Consultancy

- **20%** → Institute
- **5%** → Department
- **≤ 40%** → Project expenses
- **35%** → Staff Member

4.2 Direct Consultancy

- **80%** → Consultant
- **20%** → Institute

5. REPORTING

- Accounts managed as per institutional financial procedures.
- Director authorized to release funds.
- Institutional share deposited in official account.
- Tax liabilities borne by consultant(s).

6. DISTRIBUTION

Distribution of consultancy earnings as per recommendation of Principal Consultant approved by the Director.

7. PATENT ROYALTY

Royalty from patents arising out of consultancy shall be shared **equally (50:50)** between the Principal Consultant and the Institute.

8. FINAL AUTHORITY

In case of ambiguity, the decision of the Director shall be final.

9. CONSULTANCY COMMITTEE

The Institute may constitute a central committee to facilitate, promote, and supervise consultancy work.

ANNEXURE – I

(Detailed Costing under Institute Supported Consultancy)

(A) Labour Cost (OTA/honorarium)

(B) Material Cost

(C) Equipment usage charges

(D) Computer & central facility charges

(E) TA/DA for visits

(F) Contingencies

(G) Administrative overheads

ANNEXURE – II

Consultant Certificate

1. This consultancy will not affect my teaching or official duties.
2. Institutional interests will not suffer.
3. Consultancy duration will not exceed 60 days/year without permission.

Signature: _____

Name: _____

Contact

No: _____

Designation: _____

Address:

Office: _____

Residence: _____

Head's Recommendation:

Signature with Official Stamp

Principal