

**Krishna Kanta Handiqui State Open University
Guwahati, Assam, India**

CONSULTANCY POLICY



**(Approved by the Board of Management in its
51st Meeting held on 27/09/2019)**

1. Preamble

This Policy provides that consultancies undertaken by university staff are consistent with the University's strategic and operational objectives and the costs are sustainable. KKHSOU is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

2. The Policy

All Research and Non-research consultancies of Krishna Kanta Handiqui State Open University (KKHSOU) as described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the University from the consultancy in terms of income, enhanced reputation, and/or expanding the expertise of the University staff.
- (b) The Consultancies must not be in conflict with University policies including those governing employment; such as the Code of Conduct and service rule as may be applicable.
- (c) The Consultancies must not be in conflict with the functions, objectives or interests of the University or damage the University's reputation under any circumstances.
- (d) Members shall not undertake any external research activities where no formal agreement has been authorized by the University.

3. Consultancy Project

A Consultancy project exists where an academic staff member provides skills or expertise in return for remuneration from an external funding agency. Likewise consultancy project would include the provision of professional services to external agencies for a fee.

4. Exclusion

The following works and the income thereof to Faculty Members/ Staff, if undertaken with prior approval of the authority, shall not be treated as consultancy project.

- (a) Seminars, guidance to student and other academic involvement in recognized educational institutions.
- (b) Paper setting and examinership for Universities, recognized educational institutions, public service commission and the like.
- (c) Membership of the board of directors of public and private enterprise, enquiry committee set up by state or central government or government bodies.
- (d) Writing of reports, papers or study reports for important national and international bodies.
- (e) Lump sum payment received for writing of books or for the preparation of any teaching material (including videos and CDs), up to Rs.100000/-.

- (f) Income by way of scholarship or stipend received during study leave
- (g) Writing papers and articles in news papers and magazines.
- (h) Income from art, music, painting or performing arts.

Money received by the faculty member/staff for activities listed above (a to h) shall not be subject to any contribution to/sharing with the institute.

Money received by any faculty member under any of the following heads shall be retained by him without permission from the authority.

- (a) Prizes and Awards received by faculty member/staff.
- (b) Reward for service rendered
- (c) Royalty for publishing books or other publication.

5. Project Value

Consultancy charged to be recovered from the client organization as total value of the project shall be the sum of the following-

- (a) Professional fee of the faculty/staff.
- (b) All direct expenses like TA/DA, transport charges, paper, stationery, hire charges for in-house and outsourced computing and other equipment etc.
- (c) Cost of secretarial assistance.
- (d) Contingency.

6. Sharing of Income

- (a) 30% of the total value of the consultancy project shall be the contribution to the institute, 5% of the total value to the administrative staffs and office and the remaining 65% shall cover the project cost and the faculty honorarium. There will be no further sharing or contribution to the institute from the faculty honorarium.
- (b) If the client deduct any TDS and provides a TDS certificate in the name of the institute, the entire tax shall be debited to the institutes share. It shall be the responsibility of the faculty member concerned to collect the total fee as well as the TDS certificate.
- (c) Any amount that is unrecoverable from the client will be deducted from the project value in order to calculate the institute share. i.e. the unrecoverable amount shall have to be bear by the faculty concern.

7. Administrative and Financial Rules

- (a) All consultancy requests will be acknowledge by a committee.
- (b) On receipt of a consultancy request from a prospective client, the chairperson of the committee shall circulate the request to various relevant faculty members to seek their interest.
- (c) A project coordinator shall be selected by the committee. Depending upon the requirement of the assignment, the committee may suggest inclusion of faculty members with relevant experience.
- (d) The committee shall make every effort to rationalize the allocation of consultancy project to faculty members.
- (e) Budget for a consultancy project shall be placed before the authority by the committee.
- (f) Faculty Will be entitled to economy-class Airfare and AC 1st Class train fare on production of Air Ticket/Rail Ticket No and PNR No of the journey undertaken.
- (g) Officers and Staff Members associated with a project will be entitled to rail fare as per the Government of India Norms on production of Ticket No. And PNR No., after the journey.
- (h) Project Staff assisting the particular project (if required to travel outstation for data Collection, etc.) will Governed by the Government of India Norms wherever applicable. The travel programme of the project staff should be approved by the project Coordinator. Appointment of project staff or consultants for survey work should have the approval of the Committee. The Committee will frame rules for the appointment of project staff and consultants for survey work.
- (i) The cost towards Local Transport, Taxi Fare, Car Rental, Institute Vehicle Costs, Bus Fare. etc. should not exceed five percent of the project value. If the Project design requires a higher cost, it must be justified and prior approval of the Director is to be obtained. The request for approving the higher cost should be routed through the Committee, which should justify its recommendation for the approval of the higher cost.
- (j) If the client organisation does not take care of board and lodging, Faculty Members will be entitled to a daily allowance for the outstation period as per the TA/DA Rules of the Institute or on actuals, supported by appropriate receipts.

8. Miscellaneous Expenditure

- a. A maximum of five percent of the Project value may be certified by the Project Coordinator as entertained and other miscellaneous expenditures for which receipts/vouchers are not available.

- b. Copies of all correspondence with the Accounts Department/Authority for Advances/Settlement of Faculty and other honorarium shall be forwarded to the Committee for information and record.
- c. The Project Coordinator/Team shall submit a completion report to the Committee and obtain feedback / acknowledgement from the client after the submission of the Project Report. This shall be transmitted to the Authority with a copy to the Committee.
- d. The Accounts section shall close the Work Order on receipt of the Completion Report from the Project Coordinator, along with a Statement of Expenses if requested.

9. Consultancy Committee:

A consultancy committee consists of at least four members. The committee should be approved by the university authority. The committee will examine the consultancy proposals and monitor consultancy activities. The consultancy committee will recommend the proposal for administrative approval after vetting the same. After completion of the project and submission of audited financial report, the committee will recommend for release of the share of revenue generated from the project.

10. Bank account:

A separate bank account exclusively for consultancy purpose shall be maintained for receiving of consultancy fund and meeting consultancy expenditures. The bank account shall be operated jointly by the Finance Officer and Registrar or any member of the consultancy committee, if nominated by the committee.

Books of accounts and records shall be maintained by the Accounts Branch of KKHSOU or by the consultancy committee as per convenience.

11. Audit:

The accounts of the consultancy projects have to be audited annually at the end of each financial year.
