

CONSULTANCY POLICY, SKUAST-KASHMIR

1. Introduction:

Consultancy is an essentially a knowledge based profession and consultants play an important role in technological, industrial and economic developments and are effective agents of change in the society. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical knowhow and expertise of the staff, is today, often more valuable than its physical assets. Over the last decade, appreciation of the commercial value of technical know-how has grown both within the academic community and in the society at large. The pace of development of the human mind, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the University in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socio-economic and technological growth.

Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, SKUAST-Kashmir has taken several measures for promoting innovative research by encouraging inter-disciplinary research through inter- university, intra-university, university-institute and university-industry collaborations. With increasing importance of agriculture in national and international trade, new opportunities have opened up for effective and efficient transfer of knowledge, skills and technologies to the endusers. The changed times are more encouraging and rewarding than before for our scientists and staff. New opportunities can be more enriching for research and development work in terms of both, application of expertise as well as revenue generation to the individual and institutions. It is felt that interactive processes through consultancy services for external agencies shall further:

- i) enhance research, extension and education capabilities of the university
- ii) improve core competencies, work efficiencies and environment
- iii) augment visibility of the university and its strengths. Ultimately, much-needed actual realization of knowledge, skills and technologies at the user level will happen at an accelerated pace
- iv) serve as a rewarding activity both at institutional & individual level. At institutional level, the consultancy services are criteria for institutional accreditation and ranking. At individual

levels, it adds to the API score thereby contributes to the Career Advancement Prospects of the university staff

Hence, the need for a Consultancy Policy.

2. Purpose of Consultancy Policy, SKUAST-K:

The policy provides for sharing knowledge, technical expertise, and technology of SKUAST-Kashmir with industry, institutes, and other academic / research organizations for the inclusive growth & development. Through the consultancy policy, SKUAST-Kashmir is broadening the knowledge, expertise, and technology sharing platform as well as changing the traditional roles of the academic/research staff as per the university's strategic and operational goals.

The policy document aims at providing an institutional framework in accordance with the University's rules and procedures for the consultancy work being carried out at the SKUAST-Kashmir through contractual agreement in lieu of a consultancy fee. The rules laid down in the document are expected to fulfil the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.

3. Definition & Scope:

Consultancy services shall mean any professional services rendered to the external agencies in terms of the scientific, technical, engineering or other professional advice/assistance based on the expert knowledge and skill available in the University. It will include any additional work of research or of any other nature, accepted by the university/faculty/technical staff of the University, as per their area of expertise, from the outside Institute/Industry/Research lab/Business Organization/Non-Profit Organization in return of the monetary value. The work shall be based on the contractual agreement between the outside party and SKUAST-K with defined work and responsibilities. Moreover, the agreement shall be short-term in its operation involving the usage of university resources without hampering the academic and research mandate of the University as well as day-to-day operations. Consultancy services can inter alia include:

- i. preparation of literature/surveys/feasibility studies/state of art projects/technology forecasting/evaluation reports; such activities carried out in the university by the faculty and technical staff using university resources

- ii. professional services rendered by the faculty & technical experts of the university to any third party for interpretation of test results of the experiments, data testing & interpretation, advising on risks and hazards or similar kind of skilled advice;
- iii. advisory services provided by the staff of the university to any third party regarding tasks of preparation, evaluation and implementation of any scientific project involving university tangible & intangible resources;
- iv. advisory service given by the staff of the university for tasks in design & implementing engineering projects related to agriculture and allied sciences;
- v. assistance provided by the scientific and technical staff in the management of biotic and abiotic stress issues and other problems;
- vi. technical advice even in the form of one time assistance to help in trouble shooting or problem solving, mainly advisory in nature, including pilot plant/up-scaling trials for technology validation and commercialisation.
- vii. technical advices provided by the scientific & technical staff for orchard planning, designing and management to any third party
- viii. field inspections, disease diagnosis, disease management and any other remedial service provided by the scientific and technical staff of the university to any third party
- ix. technical advice service provided by the university scientific & technical staff to any third party/parties farming problems such as crop specific disease management, farm specific problems, area specific problems etc.
- x. animal disease diagnostic/veterinary services provided by the university scientific & technical staff
- xi. technical advice provided for scientific management of animal and other farms by the university scientific & technical staff
- xii. technical help provided for scientific practices involved in the animal health, production and management by the university scientific and technical staff
- xiii. planting material testing/certification/validation services provided using university infrastructure, farms, labs and resources
- xiv. quality testing services provided using university infrastructure, farms, labs and resources
- xv. any other services or advice decided by the Hon'ble Vice-Chancellor of SKUAST-K

The consultancy work involves additional work, therefore, a consultancy work fee will be charged by the faculty/technical staff of SKUAST-Kashmir engaged in the consultancy work. Consultancy work will not include the following work:

- i. any work assigned to the staff by Vice-Chancellor/Dean/Directors/any other officer of the University
- ii. any work assigned to the University/Staff on the request/direction of Government of J&K
- iii. Ph.D. guidance of students from other institutions/universities
- iv. Scholarships availed by the scientific and technical staff
- v. workshops and conferences conducted in collaboration with other professional bodies/institutes/agencies
- vi. External examinership
- vii. Guest lectures and conference presentations
- viii. Editorial/Board/Professional membership
- ix. Royalties from authorship and publication of books
- x. Professional arts performances
- xi. Charitable services
- xii. Any other work decided by the Hon'ble Vice-Chancellor of SKUAST-Kashmir

4. Forms of Consultancy:

The consultancy services of SKUAST-K provided shall fall under two broad categories i.e.

A. University consultancy

Such consultancy services shall be mediated & routed through the university and designated scientific & technical staff shall be providing their knowledge & expertise to the third party in the course of his/her employment with the University and where the nature of the task arises naturally from, and is related to, his or her University employment. A University consultancy is one in which:

- a) A University resource of any kind is consumed in obtaining or carrying out the work, and/or
- b) Legal liability lies, in whole or in part, with the University.

Expert witness work shall be governed by the same rules as any other University consultancy other than in the case of a legal citation.

B. Individual consultancy

Such consultancy services shall be carried out by the scientific & technical staff with prior permission from the competent authority, as the case may be. Such services shall be provided to the third party by the university staff shall not hamper the normal working operations of the university and shall be carried out during scientific staff's own time. It must also be clear that

- a) a scientist undertaking an individual consultancy does so at his/her own risk and requires approval or authorisation from the University before proceeding on such work
- b) such work shall not consume any university resources
- c) the services rendered shall purely represent individual's knowledge, technical expertise & opinion and should not represent the University
- d) there should be no conflict of interest in the work, if any conflict arise it should be disclosed appropriately
- e) the services rendered is the sole responsibility of those staff that enters into them
- f) the individual should use only their home address for all contractual and other correspondence relating to the private consultancy
- g) the use of University Letter head/Seal/University address in any contractual and other correspondence relating to the Individual consultancy is not permitted
- h) the use of official email account/university email id in promoting or undertaking the Individual consultancy is not permitted

5. Permission for Consultancy Work:

All consultancy service proposals should be submitted through proper channel should be submitted to the Hon'ble Vice-Chancellor, SKUAST-Kashmir for approval, who will have the right to accept or decline the proposal. Such proposal should necessarily include following details

- a) name of the third party/organization
- b) nature of consultancy work sought
- c) details of university resources to be used
- d) work involvement of the staff per week
- e) consultancy fee being charged etc.

Moreover, the consultancy work permission shall be based upon the following categorization

- i. Proposals with national agencies upto Rs. 50 lakhs - Director/Dean

- ii. Proposals with national agencies beyond Rs. 50 lakhs – Hon'ble Vice Chancellor
- iii. Proposals involving foreign agencies, multinational companies, and proposals involving an outlay exceeding - ICAR
- iv. Individual Consultancy: Dean/Director or Vice Chancellor
- v. If the work envisages a bilateral agreement involving a particular foreign country or UN agency the Union Ministry of External Affairs may have to be consulted or intimated in advance through ICAR

Also, prior permission should be sought from the competent authority (Dean) by the consultancy staff before proceeding on any off the campus work/station permission or work during the working hours of the university. Such work assignment leave shall be treated as on duty leave.

6. Duration of Consultancy:

The total duration for any consultancy work in one academic year will be of 45 days. However, the duration should not be continuous in nature and should not disturb the normal academic/research work and responsibilities of the staff involved. Any extension in the time duration for consultancy work would require prior permission of the Vice-Chancellor and may involve some additional consultancy fee, if deemed suitable by Vice-Chancellor.

7. Consultancy Fee:

The consultancy fee shall fall under two categories based upon the form of consultancy work i.e.

A. University Consultancy*

Such consultancy services proposal request will be received by the University and will be delegated to the scientific & technical staff of the university based upon the demand of knowledge & expertise in the work involved. The consultancy fees received by the university will be shared as per the following:

- a) 25 percent of the consultancy fees will be retained by the university
- b) 25 percent of the consultancy fees will be given to the concerned division of the employee for the infrastructure/amenities/furniture/IT upgradation
- c) 50 percent of the consultancy fees will be given to the concerned faculty/technical staff

B. Individual Consultancy*

- a) Scientific & technical staff offering consultancy services at the individual level shall retain 80 percent of the fees to himself/herself and pay 10 percent of the fees to the university as royalty and remaining 10 percent to the concerned division of the staff involved for the infrastructure/amenities/furniture/IT upgradation

The percentage of consultancy fee may be ^{changed} as and when deemed appropriate by the Hon'ble Vice-Chancellor, SKUAST-K, Shalimar

8. Financial Code of Conduct:

- a) The Individual shall maintain the record of the consultancy services rendered along with the financial revenue accrued and submit quarterly reports to Dean/Director.
- b) The income accrued by the staff through consultancy work will be taxable as per Govt. of India's rules and financial procedures.
- c) Financial transactions of the consultancy work will be through bank transfers only and payment of consultancy fees to the staff will be made by the university as per the rules and procedures.
- d) Only those Consultancy services shall count towards inclusion in API score/Career Advancement Scheme that have been duly reported, royalty remitted to University and financial records properly maintained.

9. Code of Conduct:

Consultancy work involves the name and reputation of the university; therefore, staff involved in such consultancy work should always exhibit high moral & professional conduct. Also, any misconduct during the consultancy work shall be liable for disciplinary action as per the rules of the university.

Further, all the documentation and other records about the consultancy work being provided by any faculty/staff of the university shall remain in the possession of the University for the Record, processing, and audit purpose.

Clients availing university consultancy services would not use the university name, logo, etc. in any form without seeking formal permission from the Hon'ble Vice-Chancellor. Also, such usage should be specified in the contractual agreement

10. Confidentiality & Intellectual Property Rights:

At the signing of the contractual agreement/Memorandum of Understanding/Memorandum of Association related to the consultancy services, the signing parties should specify all the terms &

conditions (including publication of the consultancy outcome) ahead of entering into the agreement. Moreover, the confidentiality of work & client and protection of intellectual property rights should be maintained during the consultancy period or as per the contractual agreement.

11. Dispute Resolution:

Any dispute arising during the consultancy service must be brought to the notice of the Hon'ble Vice-Chancellor; his/her decision in the matter will be final and binding.