

# **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

(Deemed to be University under section 3 of the UGC Act 1956)



**Policy No. MRIIRS-IQAC-PL- PoC/2018-19 VERSION: 2**

## **MRIIRS Policy and Procedures for Consultancy and Corporate Training**

**(Effective from the date of Notification)**

**Notified vide: MRIIRS/REGR/2018/72/2 dated: 31<sup>st</sup> July, 2018**

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND  
STUDIES**

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HARYANA**



# MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

Deemed-to-be-University  
Accredited by NAAC with A Grade in the First Cycle

## MRIIRS Policy and Procedures for Consultancy and Corporate Trainings

Number: MRIIRS-IQAC-PL-PoC/2018-19

Committee Constituted for Preparation of draft on December 22, 2017

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## **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES, FARIDABAD**

### **MRIIRS Policy and Procedures for Consultancy and Corporate Trainings**

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International Institute of Research And Studies, the Board of Management of the Manav Rachna International Institute Of Research And Studies hereby makes the following policy and procedures relating to consultancy activities.

#### **1.0 SHORT TITLE AND APPLICATION**

This Policy and Guidelines shall be called Manav Rachna International Institute of Research and Studies Policy No. MRIIRS-IOAC-PL- PoC/2018-19 VERSION: 2 and titled as “MRIIRS Policy and Procedures for Consultancy and Corporate Trainings”.

**APPLICABILITY:** This policy and procedures shall apply to mainly to entire consultants of the university.

This Policy framework shall govern the stakeholders’ involvement in the various aspects of consultancy and shall relate to all faculty and staff consultants atMRIIRS.

#### **2.0 DEFINITIONS**

- i. “Consultancy” means expert advice on a particular subject which a person(s) or team provides to an individual or company or organization.
- ii. “Consultant” includes a faculty member or a researcher or staff as a person who provides professional or expert advice in a particular field of science or business to either an organization or individual.

- iii. "Corporate Training" means providing learners with the knowledge and skills they need to improvise their existing skill set.
- iv. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- v. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc
- vi. "Higher Educational Institution (HEI)" means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- vii. "Notification" means a notification published by the authorized officer of the University normally Registrar and the expression "notify" with its cognate meanings
- viii. "IQAC" means Internal Quality Assurance Cell of the University.
- ix. "RPG- GC" means Research Promotion Group with its Governing Council.
- x. "University" means Manav Rachna International Institute Of Research And Studies (Deemed to be University).

### **3.0 PREAMBLE**

The ability to adapt quickly and to familiarize rapidly with new topics and domains which are the feeders of conducting applied research and innovations for solutions is where consultancy as a concept comes into play. It is essentially a knowledge based profession. Over the years India has seen rise in this professional activity, with both in private and public sector and more recently the foreign consultants are pouring in and

have started their operations in India. But domestic consultancy capabilities have not kept pace with economic developments over the years; therefore, it is essential that domestic consultancy skills are upgraded continually in several sectors, even at HEIs.

#### **4.0 PURPOSE**

Consultancy offers competitive edge to an organization where the intangible assets such as the technical strength and expertise of faculty members and staff are often more valuable than physical assets. Keeping in view, the importance of higher education in spawning societal changes and economic fortunes of a country, universities have undertaken task of creation, protection and commercialization of technical know-how, which have grown both in the academic community and in the society at large. Foreseeing this, MRIIRS has undertaken intra and inter-university research activities and has encouraged university – industry collaborations and tie-ups. With a vision to bridge the gap between theory and practice, and to sensitize University staff towards the needs of the industry, MRIIC had been set up at MRIIRS in the year 2011. Visualizing the intellectual strength of MRIIRS, growing interest in applied research, new information generation, individual skill set/expertise, innovative research of commercial value and need for collaboration for mutual benefits, a consultancy policy has been revised to provide guidance to researchers, comprising of academic and non-academic staff, interested in the consultancy work. This document is expected to fulfill the commitment of the University to endorse academic freedom, creativity & integrity and make available a favorable environment for consultancy.

#### **5.0 OBJECTIVES**

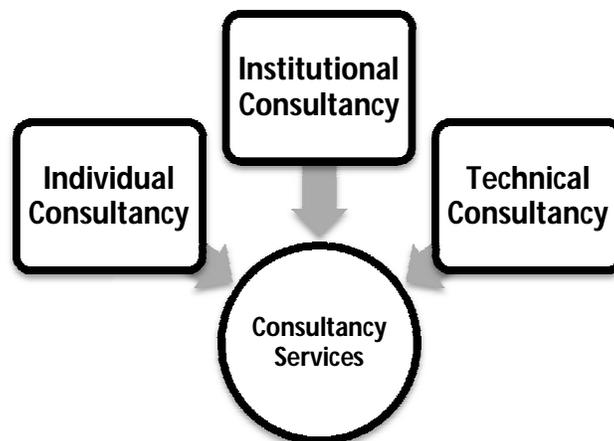
The main objectives are:

1. To bridge the gap between industry and academia.
2. To organize industry interactions, dialogue and impart learning.

3. To make strategies for the promotion of synergistic industry
4. To identify the areas of mutual interest, interface with industry
5. To develop methodologies and guidelines for encouraging consultancy
6. To leverage research for meeting industrial need(s) and
7. To generate resources by industry supported consultancy.

## 6.0 CLASSIFICATION OF CONSULTANCY

The consultancy/ services provided will fall in the following categories:



### a) Individual Consultancy:

It relates to work undertaken by an academic staff or non-academic staff member in his/her individual capacity because of his/her overwhelming proficiency in the relocated areas on behalf of the institution.

**b) Institutional Consultancy:**

It relates to services or advice rendered to an organization/ industry/ Government or work done for them by a Department/individual on behalf of the university. The Team and PI or the Principal Consultant will be identified and appointed by the university.

**c) Technical Consultancy:**

It relates to work undertaken to provide routine technical data or information or fabrication of device/equipment or survey/case study which does not require interpretation of results or advice by a Department/individual, on behalf of the university.

**7.0 TERMS FOR CONSULTING**

(a) While Consulting, MRIIRS faculty and their collaborators will be guided by the principles that:

- i) Consulting is a privilege, not a right.
- ii) The Consultant(s) will safeguard the University against conflicts of interest and financial risks.
- iii) The Consultant(s) will reimburse/ transfer to the University for use of its facilities such as money, materials and staff.

b) A faculty member/staff will be permitted to engage in a consultancy which enhances the professional development and does not adversely impact his or her routine work at the University.

c) At all times, the University must be protected against litigation or any other detrimental action by a Client or a staff.

## 8.0 CONSULTANTS' RIGHTS AND RESPONSIBILITIES

Consultants will have the rights and responsibilities as follows:

- a) All consultants shall have freedom of speech, intellect and association.
- b) A consultant shall not be discriminated on medical grounds, race, gender religion, culture etc.
- c) Consultancies shall be conducted in an open and transparent manner
- d) A consultant will have rights and privileges to carry out the consultancy in areas of competence.
- e) The consultancies undertaken shall not be in conflict with human rights or ethical standards.
- f) All consultancy agreements will be signed on the advice and scrutiny of the University's Authorized Signatory.
- g) All consultancies shall require permission from the Research Ethics Committee when using the human or animal subjects.
- h) All consultants would seek to improve the standards of consultancies and the level of quality of work.  
The consultancy shall not interfere with the routine teaching and research within the University.
- i) All Agreements/ MoU involving the University shall be through the office of the Registrar/Vice Chancellor.
- j) All consultancies conducted by University Staff shall be registered at Dean Research Office.
- k) Consultants shall not use consultancy funds improperly to enrich themselves or others.

## **9.0 CONSULTANCY KNOWLEDGE MANAGEMENT**

- i. The university shall be the custodian of all data obtained from consultancies and shall be stored securely in office of Dean Research.
- ii. All consultancy data shall be treated as confidential where they are not meant for public consumption.

## **10.0 DURATION OF CONSULTANCY**

The intermittent consultancy periods will be considered for total duration of the consultancy days per academic year. The duration of consultancy activity will be limited to approved agreement between consultant and client. However, any extension of consultancy work, in exceptional circumstances, would require prior permission of the Vice Chancellor.

## **11.0 CODE OF CONDUCT**

The conduct of the employee while undertaking consultancy work must conform to the reputation of the university. The university would take disciplinary action against its employee for any misconduct during the consultancy. Original copies of all documents related to all consultancy services undertaken must be in possession of the University Financial accounting and audit purposes. Once undertaken the consultancy, staff is bound to complete the assignment as per the terms and conditions of contract. The breach of contract will be the personalliability of the consultant.

## **12.0 EXPENSES TO BE CHARGED FOR A CONSULTANCY ASSIGNMENT AND REVENUE SHARING**

1. Opportunity cost of faculty member/staff deployed
2. Opportunity cost of infrastructure/facilities used
3. Cost of raw materials/consumables
4. Expenditure for outsourced manpower, if any
5. Travelling/Lodging/Hospitality

6. Other contingency
7. Consultancy fee

After deducting all the actual expenditure incurred towards the assigned consultancy project, the Net Income/ Revenue from university consultancy shall be shared as follows:

- (a) Consultant share 60% (it will cover taxes too)
- (b) University share 40%. (Towards usage of University facilities, services and applicable taxes)

But, if there is no usage of university resources then it is as follows:

- (a) Consultant share 80% (it will cover taxes too)
- (b) University share 20%. (Towards usage of University services and applicable taxes)

**NOTE:** If there is a change in Government tax, it will be adjusted proportionately. Remuneration paid to an individual faculty in one academic year shall not exceed his/her total salary for the year.

### **13.0 PUBLICATIONS AND INTELLECTUAL PROPERTY RIGHT**

Publication arising from consultancy work will include the faculty affiliation to institution and the acknowledgement for the facilities used. Staff members undertaking consultancy as per academic integrity, must ensure that any publication shall not contravene the terms of consultancy contract. The University shall assert copyright on any material published, as a result of undertaking a University Consultancy. Patents from consultancy work leading to some new innovation/process/product shall be submitted for registration as per terms agreed upon and notified.

### **14.0 CONSULTANCY REPORT**

After the consultancy assignment has been completed, the Principal investigator and his/her team shall prepare a consultancy report. After submission of the final

consultancy report, if no response is received from the client organization within a month time it will be assumed that the report is acceptable to the client organization.

Report shall contain a brief description of the work carried out in conformity with the assigned scope of the consultancy work. Major & minor facilities used shall be clearly indicated. Test procedure and investigation methodology shall be clearly outlined. The outcome of the consultancy work shall be reported. Any test codes, standards utilized for the purpose of experimentation, testing and certification shall be clearly indicated in the report. References to any published work shall be clearly indicated and the same must be acknowledged. The final report may also be shared with IQAC. Intellectual property generated (if any) as a part of the consultancy shall be clearly documented and the same shall be submitted separately for patent/copyright wherever possible.

#### **15.0 CONFLICT OF INTEREST**

It should be borne in mind that engagement in consultancies must not create any perceived or actual conflict of interest. But if any, must be immediately reported to the Vice Chancellor.

#### **16.0 DISPUTE REDRESSAL AND RESOLUTION**

All cases lacking clarity on any issue or subjectivity in interpretation must be reported to the Vice Chancellor, whose decision will be final and binding. The Vice Chancellor may call for amendment or revision of this policy document, at any given time, as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.

#### **17.0 CONSULTANCY PROPOSAL FORMULATION**

Faculty members of the University can directly be contacted by outside agencies for undertaking consultancy work in their area of specialization. In such cases, the members of the faculty shall formulate the proposal and submit the same in the prescribed format and with summary sheet (Appendix –I) to the concerned Dean of Faculty who in turn will forward the same to the University Committee for Consultancy (UCC). In the event of an outside agency approaching the University for any Consultancy Assignment,

the same will be referred to the Dean of the Faculty concerned to which the consultancy assignment broadly appertains. The Dean, in turn shall assign the job to an individual or a group of individuals in the Department after selection that the faculty assigned for the work possesses necessary competence and that the necessary support facilities are available in the Departments. The proposal for undertaking industrial consultancy shall be formulated by the faculty member(s) and will be submitted to the Dean of the Faculty for consideration by the University Committee for Consultancy (UCC).

### **18.0 WORK EXEMPTED FROM CONSULTANCY RULES**

These rules shall not apply to any fee received for examination work such as paper setting, evaluation, superintendence, invigilation, fee for attending Selection Committee Meetings, honorarium, fee for report writing and publications, lectures, assignments from the regulatory bodies like AICTE, NBA, NAAC, UPSC etc. All fees for such academic work will be paid directly to the faculty concerned without any share accruing to the University.

### **19.0 CORPORATE TRAINING**

An organization can usher an era of success only and only if the employees are productive and feel that his/her organization makes effort to invest in their learning needs, so much so that their retention period at that organization increases. This is possible when corporate training is given to employees with a set of educational activities. This hones knowledge and skills to progress professionally and personally. It can also take place in group setting, and it's often led by a knowledgeable instructor. At times it is also called "Corporate Education" and even as "Workplace Learning". In fact, this is catalyst to success, which employees consider as integral part of their work place, is best provided by universities/Higher Educational Institution (HEI) in vicinity or around. Even educational institutions are benefitted as it leverages Academia-Industry Interface. The university will make effort to connect with corporate/ industry and dwell on their need for learning as well as for integration for providing training.

## **20.0 NON-COMPLIANCE WITH THE CONSULTANCY/ CORPORATE TRAINING POLICY**

Failure to comply with this Policy shall be considered a breach of contract and result in disciplinary action being initiated as per rules and regulation of the university.

## **21.0 POLICY REVIEW**

This Policy shall be reviewed after every three (3) years or earlier whenever necessary through IQAC.

**22.0 UNIVERSITY CONSULTANCY ADVISORY & MONITORING TEAM** The RPG members of RPG-GC at MRIIRS will have the mandate to help the University actualize its Consultancy Policy and cataloging outputs from consultancies.

## **23.0 RELATED POLICIES**

This policy shall be read with the following related documents:

- University Ordinances
- Research Promotion Policy
- Financial and Audit Processes
- Ethics and Misconduct Process

This policy shall be in supersession of all previous and existing consultancy norms/rules.

## **24.0 EXIGENCY, IF ANY**

Notwithstanding anything stated in this Policy and Procedures, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.

**FORMAT FOR FORMULATING PROPOSAL FOR CONSULTANCY WORK**

1. Title of Consultancy Project:
2. Client Organization (Please enclose copy of the request from/ approach to the Client Organization)
3. Brief Description of the Assignment (if required use separate sheets)
4. University Equipment (excluding Computer and Central facilities) required to be used for the work
5. Names and signatures of the PI and other faculty who would be involved in the assignment along with the Principal Investigator.
6. Whether use of central facilities would be needed? If so, what type and for what period?
7. Time frame chart for completion of the job.
8. Consultancy budget/ charges (approx) for the job and their break-up:
  - (i) Cost of labour
  - (ii) Cost of material
  - (iii) TA/DA
  - (iv) Contingency
  - Total Rs.....
9. Any other terms and conditions to be prescribed for accepting the job.

**(Signature of Principal Investigator)**  
**NAME:**  
**DESIGNATION:**  
**MOBILE:**  
**E-MAIL:**  
**DEPARTMENT:**