



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA

Indore-Ujjain State Highway, Indore - 453111

www.svvv.edu.in



Policy Document

on

Consultancy and Training

Foreword

Shri Vaishnav Vidyapeeth Vishwavidyalaya was established in January 2015 with the tag line *Think Excellence. Live Excellence.* The University blossomed in the era of globalization in which the economies of the world are being transformed from their original closed self-sustaining structure to the globalized context, where they can expose themselves to the competitive world. This transition forced the arena of knowledge emphasizing itself to more of its application than of accumulation of facts. The University, in order to compete with the present global environment, is attempting to integrate interdisciplinary approaches in the dissemination of knowledge with the aim of achieving overall human personality development.



The University is situated at Indore-Ujjain state highway. It is offering UG, PG and Ph.D. programs besides Diploma programs in various disciplines such as Engineering, Architecture, Forensic Science, Computer Applications, Humanities, Social Sciences, Journalism and Mass Communication, Science, Education, Agriculture, Commerce, Law, Management, Pharmacy, Paramedical and Fine Arts, besides Faculty of Doctoral Studies and Research. The University is fully equipped with various constituent Institutes/ Schools monitored by the Heads of Institutes and supported by faculty and non-teaching staff. The University is carved mainly with the objective of promoting all sections of society.

Multiple Entry and Multiple Exit will give the much-needed freedom and flexibility to the learners. This provision takes university education beyond the physical boundaries of the campus and brings about 'perpetual studies' which pave the way for lifelong learning. The concept of Multiple entry and Multiple exit is not new, as it was introduced in some specific programs much earlier. National Education Policy 2020 has brought out new avenues for inclusive and flexible education. The UGC guidelines for implementing Multiple entry and Multiple exit in various academic programs assure a certificate, a diploma or degree to the students after completion of each stage. It is beneficial for the students if they discontinue the program in the mid-way for various reasons. The certification at the exit point helps students to get in to some career or the other. This policy is to provide freedom and flexibility to the learners in pursuing academic programs, besides lifelong learning.

A handwritten signature in blue ink, appearing to read 'Upinder Dhar'.

Dr. Upinder Dhar
Vice-Chancellor

The Professional Activities constitute the tasks which need expertise and specialized skills. Such Activities performed by the faculty can be classified into three categories:

- I. Consultancy
- II. Training (incl. MDP & UBP)
- III. Other Activities

Objectives

1. The expertise and facilities of the University shall be utilized for scientific, technological, commercial and social development for the benefit of society as a whole.
2. A unique opportunity shall be provided to the faculty members to enrich their knowledge and expertise.
3. The additional knowledge and experience so gained shall be transferred to the students.
4. A fairly significant income shall be accrued to the faculty members as well as University.

I. Consultancy Work/Assignment

Consultancy is the assignment for which any outside agency/body/ organization approaches a particular Institute or a faculty member of the University in view of expertise required for solving the problem or a set of problems. The faculty members working on a particular assignment shall be called consultants.

1. The faculty members of a particular constituent Institute or across the Institutes, specifically identified for an assignment, shall act as consultants.
2. All consulting assignments/projects will be done in the name of the institution. Permission of the Vice Chancellor will be required for every assignment or project, irrespective of whether the client has initially approached a faculty in his/her individual capacity or the institution directly.
3. A full-time faculty member, irrespective of designation or hierarchy, will be entitled to work on consultancy assignment/s for the maximum of 52 days in a year.
4. Allotment of the consultancy project will be made by the Vice Chancellor based on the kind of expertise required. Generally, a team of faculty members will be constituted by the Vice Chancellor with one member coordinating the project as team leader. However, the faculty member who has been approached by an organization directly will be included in the team and a team will be constituted in consultation with him/her.
5. The minimum professional fee fixed by the University will be charged on the basis of man-days required for competing the assignment. In case a faculty wants to accept the professional fee less than this amount, then permission of the Director of the respective constituent Institute/School with the approval of the Vice Chancellor will be required.
6. A faculty member's primary obligation will be towards the Institute of the University and it is expected that he/she will not, in any way, financially or otherwise transgress the spirit on which the consultancy privilege rests.

Norms for the Disbursement of Consultancy Income

Each consultancy proposal will have two parts:

- a) Professional Fee
- b) Expenses

The professional fee, based on the man - days invested by the faculty, will be distributed between the faculty and Institute on 70:30 basis excluding actual expenditure. However, distribution among the faculty team members will depend on the degree of effort made by an individual faculty. The proportion will be approved by the Vice Chancellor on recommendation of the team leader.

The Expenses part will cover the expenses as proposed in the proposal of the assignment. This head will include the amount to cover the charges for the use of infrastructure for execution of the project as per rates prescribed by the University from time to time, charges of telephone, postal/courier services, relevant books, overhead charges to cover the use of computer/s, laboratory equipment/s, and administrative charges, which will cover the remuneration/honorarium for the assistance provided by non-teaching staff. The administrative charges will be disbursed among the non-teaching employees involved in the project, and as per the extent of their involvement. The expenditure on travel and salary of the staff specially employed for the assignment will be charged on actual basis.

II. Training

Training is the assignment which is undertaken to enlighten and facilitate the development of skills among the participants. Training/Management Development Programs are broadly divided into two types:

- a) In-house Programs
- b) Open-house Programs

1. An In-house/Unit Based program is the one which is customized as per needs of a particular client, whereas an open-house program is designed to cater to the needs of a wider section of people working in different organizations. Each in-house program will have two parts:

- a) Professional Fee
- b) Expenses

In addition to the heads mentioned under consultancy, the expenses will include lodging and boarding as well as other applicable expenditure required to be incurred for the program.

In the case of both, In-house as well as Open-house programs, the faculty will be paid on per session basis on prevailing rates for teaching/training in the University. The payment will be made at the end of the academic session to ensure that such payment is made only to those faculty members, who have completed the prescribed teaching load during that particular semester. When a visiting faculty is invited to teach in a training program, he/she will be paid as per prevailing rates for teaching in the University. In case the number of participants exceeds a particular figure fixed by the University, the program leader shall be paid an incentive.

2. All In-house and Open-house training programs will be in the name of the University and permission of the Vice Chancellor will be required for every program in writing.

3. When a client will approach the University, the Vice Chancellor will nominate a faculty member or a team to undertake the program/s. This decision will be based on the interest and capability of the faculty and his/her area of expertise.
4. If an individual faculty is directly approached by the client, the faculty will not commit himself/ herself verbally or in writing until explicit permission of the Vice Chancellor has been obtained. In all the cases of In-house training program, the faculty leader will apply through proper channel to the Vice Chancellor for approval of the budget. The budget will include professional fee and all direct as well as indirect expenses.
5. If an in-house program is conducted outside the campus and all facilities are provided by the organization or all the direct expenses are reimbursed by the organization, the overhead charges to cover the use of office and lab equipment including stationery, and administrative charges covering remuneration for the assistance provided by the non-teaching employees will be applicable besides professional fee.
6. The minimum professional fee on per day basis will be fixed by the University in the case of In-house programs. In case a faculty wants to accept the professional fee less than this amount, then permission of the Vice Chancellor will be required.

III. Other Activities

Other activities refer to those activities which do not fall in the first two categories. This category will cover two types of activities:

- a) Teaching/training assignment accepted by a faculty outside Shri Vaishnav Vidyapeeth Vishwavidyalaya.

There won't be any sharing upto certain amount fixed by the University (the entire amount will be credited to the concerned faculty) and thereafter the sharing of professional fee will be on 50:50 basis. However, a faculty member will be required to take permission of the Vice Chancellor before accepting the assignment. The faculty member will not take up any assignment in lieu of the work assigned to him/her in the university. In other words, the outside assignment should be over and above university work assigned to the faculty.

- b) In the case of all those activities which are not covered under Consultancy and Training, such as sitting fee received for being on the selection panel/advisory board/any contest, paper setting, paper evaluation, conducting viva-voce, evaluation of thesis, and other such professional activities, there won't be any sharing. A faculty member can retain such income in full under intimation to the University for taxation purpose. The faculty can undertake such activities with the permission of the Vice Chancellor subject to availability/ sanction of Duty Leave/Special Casual Leave.

Interpretation of Policy

If any question/conflict arises as to the interpretation of this policy, the decision of Vice Chancellor shall be final and binding on all.



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA

Campus: Indore-Ujjain State Highway, Indore - 453111

City Office: Shri Vaishnav Vidya Parisar, 177 Jawahar Marg,

South Rajmohalla, Indore-2