

Ambedkar University Delhi

Policy Guidelines for undertaking consultancy, training and practice based activities

Introduction

In order to maintain proactive and meaningful relationship with the society outside, faculty members who are engaged in teaching research and practice in the various Schools and Centres of Ambedkar University Delhi (AUD) may be encouraged to undertake consultancy, training and practice based commitments and assignments, in addition to their teaching/research activities within AUD. This may be more relevant to Schools and Centres which are engaged in imparting applied/professional education and expertise.

Consultancy, practice and training activities undertaken by members of the University shall certainly facilitate the institution to achieve its objectives, namely research and teaching in the social sciences and humanities, guided by Dr. Ambedkar's vision of bridging equality and social justice with excellence.

Consultancy, training and practice activities will help the faculty members to constantly update the applicability and implications of the various theoretical concepts and models as well as practice based pedagogies which are used for teaching degree programmes in various subjects. This in turn will provide access to the data bank of the practising world and thereby empirical validation and theoretical up-gradation of knowledge systems with which they deal in their academic and research pursuit. Professional consultancy, practice and training work undertaken for the practising world could also help to generate additional revenue for the School/University/Centre though may be moderate, it can still be ploughed back to the institution for meaningful purposes.

At the same time, it is important to ensure that there is sufficient incentive for individual faculty members to bring such consultancy/training/practice under the formal aegis and to locate such initiatives within the larger objectives and vision of the School/Centre/ University/. Revenue generated through consultancy activities may be shared in an equitable manner between the School/Centre and the University for supporting activities of the School/Centre concerned and as additional compensation for the efforts of individual faculty members involved in these activities.

Definition:

For the purpose of this document, consultancy services are defined as inclusive of training and practice work undertaken in return for revenue by members of the AUD faculty. Consultancy activities of an AUD faculty member shall be defined as:

“Academic or professional expertise as value transacted through fees to fulfil the need of any individual client, client organisation or agency against a specified brief, beyond the regular academic and administrative engagements being carried out at the School/Centre/University as a part of regular/contract employment.”

Assignments relating to Examinations, Lectures, Selection Committees, expert committees set up by the government/publicly funded agencies/ academic institutions, disciplinary research work funded through public grants or routine honorariums from government/publicly funded agencies/academic institutions and other academic work will **not** be treated as consultancy.

Consultancy activities may be categorised as:

- a. **Individual Consultancy:** Consultancy/training/practice based activities sought from an individual faculty member based on individual expertise or reputation by any agency/client/organisation that does not involve the use of any Institutional facilities.
- b. **Institutional Consultancy:** Consultancy/training/expertise formally sought from a School/Centre or the University by any agency/client/organisation either directly or through faculty member(s) to offer any specific academic and/or professional project/residing within the School/Centre of the University with or without involvement and use of University facilities such as administration, space, equipment, computer/library facilities and computer/library/staff etc. ***Following AUD'S commitment to engaged scholarship, institutional consultancy may also include organising training workshops, executive programs etc. for government or non-government entities.***

Organisational Set-up

An Office of Consultancy Services will be set up, with a Committee to oversee the work, along with minimum administrative and finance support staff.

Norms for Consultancy activities

1. A faculty member may be allowed to spend normally a maximum of the ***equivalent of 45 working days in one academic year or parts thereof*** for consultancy, provided that the core academic/ administrative responsibility and schedules of the concerned teacher are not affected adversely. In cases exceeding the maximum permissible period, permission of the Vice-Chancellor may be sought.
2. The consultancy work should not interfere with assigned responsibilities of the School/Centre/University and other duties which may be assigned by University authorities.
3. When accepting the consultancy work, the faculty member shall obtain in-principle approval of the Dean, Consultancy through the Dean of the School/ Centre by providing the following details:
 - i. Name and address of the clients/organisation*
 - ii. Title of the consultancy assignment
 - iii. A brief description of the project/work to be carried out

*Not applicable where maintaining client confidentiality (in fields such as counselling and psychotherapy) is essential.

- iv. Detailed draft project proposal/agreement with schedules of fees, other charges, time lines, resource deployment, payment schedules and other related terms and conditions

- v. Name of the teacher/staff members and other outside experts who will be involved in the consultancy assignment.
- vi. Whether the consultancy assignment will require use of any University facilities and staff like library/ computer lab/equipment/ administrative staff and their approximate estimation.
- vii. An estimate of the fees, expenses and other charges proposed to be recovered from the client under appropriate heads.

4. Payment and sharing of Consultancy Fees:

- (a) All remuneration and payments for consultancy projects should be received by cash/cheque/draft in favour of **– “AUD Consultancy” or a designated project account**. Individual faculty members should not receive any payment in their own name or in cash, except in cases where maintaining client confidentiality (in fields such as counselling and psychotherapy) is essential.
- (b) In case of Individual consultancy, a faculty member or a group of faculty members will receive 65% of the Professional Fees paid by the client, and 35% of the Professional fee shall be remitted to the University (Consultancy) Fund to be created.
- (c) Out of the University share of 35%, fifty five per cent (55%) shall be retained by the concerned School/Centre. The remaining forty five per cent (45%) shall accrue to the University (Consultancy) Fund, to be used for promoting faculty research. The concerned School/Centre and the University will devise an appropriate mechanism for utilization of this Fund.
- (d) Earnings under Institutional Consultancy will be based on the balance arrived at after deduction of all administrative expenses, material expenses, committed pay-outs and University liabilities. It will either be paid based in accordance with the fee structure defined in the project proposal, or on the basis of sharing the total surplus in the same ratio as individual consultancy, after all deductions as mentioned above.
- (e) In case of institutional consultancy, budget and accounts shall be prepared under the following heads:
 - i. Expenses to be incurred on honorarium to staff and others (including those from University and outside), over and above the project team
 - ii. Cost of material used in carrying out the consultancy
 - iii. Computer (Time) Charges
 - iv. Charges for use of any other equipment/ facilities of the University
 - v. T.A. /D.A. for visits to client’s site or other travel etc.
 - vi. Hospitality and food if included in the project budget
 - vii. Administrative / overhead charges to be paid to the University
 - viii. Professional (consulting) fees

- 5. In case of Institutional Consultancy involving more than one faculty member, one of the members will be designated as the project head/director/coordinator as the case may be. All matters relating to the project/assignment will be overseen by this faculty and she/he will be accountable for all operational, transactional and financial aspect of the project/assignment.

6. All actual expenses incurred in connection with the consultancy assignment shall be paid by the client. All DA/TA shall be paid as permissible according to the agreement with the client. These should be stated explicitly in project contracts/agreements with the client/agency. In case of any ambiguity, university norms will be applicable.
7. All remunerations as fees to be paid to the faculty member and/or external experts to be engaged in project delivery should be clearly stated in the project proposal, either in lump sum or on per unit basis. This information should be shared with the Office of Consultancy Services.
8. The Office of Consultancy Services may prescribe minimum fee value per unit of time commitment in order to maintain parity across the University. The Office of Consultancy Services may also prescribe certain standard clauses for any consultancy assignments to ensure the interests of the School/Centre/University are protected.
9. Quarterly statements of consultancy services rendered by each faculty member shall be forwarded annually by the Office of Consultancy Services for information and record of the Vice Chancellor. This statement shall also show the total of fees received by individual faculty members in the given academic year.
10. Administrative charges and charges for use of equipment / facilities will be decided by the Office of Consultancy Services as a percentage of the total amount of fees to be charged based on the scale and complexity of the project so that the proportion remains same for all cases of consultancy work. However, for individual consultancy, where university facilities are not used, no such charges may be levied. Expenses on labour and materials may be regulated as per the usual procedure of the University.
11. The break up of the consultancy charges is for the internal administrative use of the University, and may not be shared with the client unless required as a part of the negotiations.
12. The Consultancy Policy is intended to be an enabling mechanism to facilitate faculty of all schools and centres to offer services across various academic and professional expertise within AUD.
