



# Dr. B. R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ramreddy Marg, Jubilee Hills, Hyderabad - 500 033  
Centre for Internal Quality Assurance (CIQA)

**CONSULTANCY  
SERVICES  
POLICY**



# B R A O U

## ABOUT THE UNIVERSITY

The University, initially known as Andhra Pradesh Open University, was set up on 26th August 1982 through an Act of the A.P. State Legislature (APOU Act 1982). Subsequently, the University was renamed as Dr. B.R.Ambedkar Open University on 26 October, 1991 by the Government of Andhra Pradesh. The establishment of this University, the first of its kind in India, heralded an era of affirmative action on the part of the Government of Andhra Pradesh to provide opportunities of higher education to all sections of society to meet the changing individual and social needs. The University offers services to defense personnel, prison inmates and learners from remote and tribal areas who are not having access to education. All the programmes offered by the University are recognised by the University Grants Commission, New Delhi. The motto of the University is "EDUCATION FOR ALL". The university is adapting all the latest ICTs regarding teaching, learning and evaluation to reach the unreached.



- ◆ Enrichment of ongoing academic programs.
- ◆ Competency building through education and training programs. Interactive individual-based teaching-learning processes.
- ◆ Reliable and credible student evaluation systems.
- ◆ Result-oriented, accountable, and transparent administrative and logistic support systems. and
- ◆ Research, innovation, training, and networking for system development and staff development.



Dr. B. R. Ambedkar's social philosophy of education as a means of creating an egalitarian society is the vision of this University. Access to relevant, quality education and training programs for diverse sections of society with a focus on hitherto deprived sections at lower costs by using modern technologies in teaching-learning processes as well as in administrative and support services is the goal of this University. The University programs aim at making education and training instruments for living and for making a living.

# GUIDELINES FOR UNDERTAKING CONSULTANCY SERVICES BY THE FACULTY OF Dr. B. R. AMBEDKAR OPEN UNIVERSITY, HYDERABAD

## 1. INTRODUCTION

Since its inception, Dr. B. R. Ambedkar Open University, Hyderabad has qualified and committed Faculty members with vast experience in carrying out intense research work in their respective disciplines and area of specialization. Over three decades, the University has promoted and developed excellent technical and administrative support structures and centralized facilities, in addition to specific state-of-the-art research facilities. To further accelerate research in areas of Distance education in particular and other areas in general, it is felt appropriate that consultancy services and sponsored research projects should also be undertaken by the Faculty with the support of G. Ram Reddy Research Academy of Distance Education "GRADE".

The Director, GRADE, will examine each request, forwarded through proper channels to the Vice-Chancellor for permitting a member of the faculty to accept a consultancy or assignment in the interest of the university and which will not adversely affect the Faculty member's work at the University.

The objectives of encouraging Faculties to undertake consultancy services are to:

1. Develop linkages between the University and other institutions/ industries at the local, national, and international levels.
2. Make use of the expertise and knowledge available in the University to help and benefit the society at large.
3. Reach out to and interact with experts to collaborate on common public causes. These efforts will also benefit the University in several ways like.
  - i. The University and its faculty will get due recognition for providing the services needed.
  - ii. Development of expertise and knowledge for Faculty in the professional sphere through contact with other experts of similar interest.
  - iii. The Faculty will have opportunities for applying their ideas and constructive utilization of time.

## 2. GUIDELINES

- a. The Faculty of the university are encouraged to engage themselves in consultancy services without neglecting their duties and responsibilities to the University.
- b. In the execution of consultancy services, the Faculty members may ordinarily be permitted to go on leave as per their entitlement (other than on duty leave) depending on the necessity and subject to obtaining necessary permissions from the competent authority.
- c. The earnings of the Faculty undertaking the consultancy services should be deposited into the University account. Copies of all the correspondence with the clients should be submitted to the office of GRADE.
- d. Only those consultancy projects that provide and befit the professional competencies of the faculty members, will ordinarily be accepted by the University.

The project proposal should be prepared by the Faculty with the following components:

**PART-I:** Aims and objectives and detailed outline of the proposed project.

**PART-II:** Budgetary provisions with the following components:

- a) Salary
- b) Consumables
- c) Charges for using University facilities and equipment if any
- d) Consultancy charges
- e) Overhead charges
- f) Fee for using the facilities of the University: 15% of the total project cost shall be included as overhead expenses of the University.
- g) Fee for the consultant's advice which requires to be distributed as under:
  - a) 60% to the consultant(s)
  - b) 40% to be credited to the University for providing the infrastructural facilities provided and/or availed.

- 2.5 (i) Individual/personal/retainer consultancy:
- (a) The consultant after mutual discussions with the client will formulate the proposal for undertaking the project.
  - (b) The amount received from the client should first be remitted to the University and the University will distribute the amount as detailed above on receipt of the bill from the consultant through the proper channel.
- (ii) The office of the GRADE should maintain a proper record of the project with:
- a. The consultancy approval number and e-copies
  - b. Organization for which the work is undertaken
  - c. Details of payments made/expenditure incurred and date of commencement and completion of the work.
- (iii) A record of expenditure incurred by the University should also be maintained in the accounts.
- (iv) For outside visits by the Faculty, the TA/DA may also be accounted for, in the accounts and shown as project expenditure. The Director, GRADE shall be kept informed of all such expenditures.

### 3. OTHER WORKS / CONSULTANCY

It should be noted that any fee received for undertaking works such as examination, paper setting, evaluation, superintendence, invigilation, selection committees, delivering lectures, and any other academic work will not be governed by the above rules. All fees and honorariums received for such work will go directly to the Faculty/staff member concerned without any share with the University.

The Faculty members are allowed and encouraged to do consultancy assignments subject to compliance with the General principles and guidelines of the University.

The following shall not be considered consultancy work to regulate the fee received by the University.

1. Fees received by Faculty/University from recognized Universities or other statutory bodies or public-sector undertakings which are wholly or substantially owned or controlled or subsidized by the Government for the performance of work connected with the examinations conducted by these bodies or for delivering lectures.
2. Writing reports & study reports on selected subjects for other universities/bodies etc.
3. When the University undertakes the works and in turn assigns the work to selected Faculty, the honorarium payable to such staff shall not exceed 2/3 of the fee received by the University.

#### **Monitoring and Review Committee**

1. Dean, Faculty of Commerce
2. Dean, Faculty of Sciences
3. Dean, Faculty of Education
4. Head, Department of History
5. Head, Department of Mathematics
6. Head, Department of Chemistry







# Dr. B. R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad - 500 033,  
Website: [www.braou.ac.in](http://www.braou.ac.in), [www.braouonline.in](http://www.braouonline.in)

Recognised by University Grants Commission, New Delhi.

## PROGRAMMES ON OFFER - 2023-24



(A) Bachelor's Degree Programmes			(D) Diploma Programmes		
<b>B.A.</b> - Bachelor of Arts (English, Telugu & Urdu Medium)	Course Duration 3 years	Tuition Fee Rs. 2,700/- 1st Yr 2,500/- 1Ind Yr 2,500/- 1IInd Yr	Diploma in Marketing Management (English Medium)	Course Duration 1 year	Tuition Fee Rs. 8,000/-
<b>B.Com</b> - Bachelor of Commerce (Telugu & English Medium)	3 years	2,500/-	Diploma in Financial Management (English Medium)	1 year	8,000/-
<b>B.Sc</b> - Bachelor of Science (English, Telugu & Urdu Medium) (Lab. Fee Rs. 1600/- for each Science & Psychology Subjects)	3 years	2,500/-	Diploma in Human Resource Management (English Medium)	1 year	8,000/-
(B) Master's Programmes			(E) Certificate Programmes		
<b>M.A.</b> English, <b>M.A.</b> Hindi, <b>M.A.</b> Telugu, <b>M.A.</b> Urdu,	Course Duration 2 years	Tuition Fee Rs. 5,300/- 1 year 5,000/- 2 year	Diploma in Operations Management (English Medium)	Course Duration 1 year	Tuition Fee Rs. 8,000/-
<b>M.A.</b> Economics, History, Political Science, Public Administration, Sociology - (Telugu Medium)	2 years	5,300/- 1 year 5,000/- 2 year	Diploma in Business Finance (English Medium)	1 year	5,200/-
<b>M.A.</b> Journalism and Mass Communication (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Writing for Mass Media in Telugu	1 year	5,200/-
<b>M.Sc.</b> Mathematics & Applied Mathematics (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Environmental Studies (Telugu Medium)	1 year	5,200/-
<b>M.Sc.</b> Botany, <b>M.Sc.</b> Environmental Science (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	Diploma in Human Rights (English Medium)	1 year	4,000/-
<b>M.Sc.</b> Physics, <b>M.Sc.</b> Zoology, <b>M.Sc.</b> Psychology (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	Diploma in Women's Studies (English Medium)	1 year	4,000/-
<b>M.Sc.</b> Chemistry (English Medium)	2 years	18,300/- 1 year 18,000/- 2 year	Diploma in Culture & Heritage Tourism (English Medium)	1 year	5,200/-
<b>M.Com.</b> (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	(F) Research Programmes (Ph.D in)		
(C) Professional Programmes (Post Bachelor's Level)			Certificate Programme in Food and Nutrition (Telugu Medium)	Course Duration 6 months	Tuition Fee Rs. 1600/-
<b>M.B.A.</b> - Master's Degree in Business Administration (English Medium)	Course Duration 2 years	Tuition Fee Rs. 15,300/- 1 year 15,000/- 2 year	Certificate Programme in Literacy & Community Development (Telugu Medium)	6 months	2100/-
<b>M.B.A.</b> - (Hospital and Health Care Management) with AHERF, KIMS & DET (English Medium)	2 years	1,20,000/-	Certificate Programme in NGO's Management (Telugu Medium)	6 months	2100/-
Master's Degree in Library & Information Science (MLISc) (English Medium)	1 year	10,300/-	Certificate Programme in Early Childhood Care & Education (English Medium)	1 year	5,400/-
Bachelor's Degree in Library & Information Science (BLISc) (English & Telugu Medium)	1 year	5,300/-	English, Hindi, Education, Economics, History, Political Science, Public Administration, Sociology, Commerce, Mathematics, Physics, Chemistry and Environmental Science (English Medium)		
Bachelor's of Education (B.Ed - ODL) (Telugu Medium)	2 years	40,000/-	Course Duration 3 years	Tuition Fee Rs. 15,000/- 1year 15,000/- 2year 15,000/- 3year	
Bachelor's of Education (B.Ed. Special Education - ODL) (English & Telugu Medium)	2 ½ years	40,000/-			

**BRAOU CALL CENTRE NO : 18005990101**

