

Dr. B. R. AMBEDKAR OPEN UNIVERSITY
Prof. G. Ram Reddy Marg, Jubilee Hills, Hyderabad-500033

Centre for Internal Quality Assurance (CIQA)



[Handwritten Signature]
Authorized Signatory
Director, CIQA
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Hyderabad - 500033

CONSULTANCY SERVICES POLICY

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Director
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Hyderabad-500033.

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

1. INTRODUCTION

Since inception Dr. B. R. Ambedkar Open University, Hyderabad has qualified and committed faculty members with vast experience carrying out intense research work in their respective disciplines and area of specialization. Over a period of three decades the University has also promoted and developed excellent technical and administrative support structure and centralized facilities, in addition to faculty-focused state-of-the-art individual and departmental 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 channel to the Vice-Chancellor for permitting a member of the faculty to accept a consultancy or assignment in the interest of the university and will not adversely affect the faculty member's work at the University.

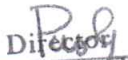
The objectives of encouraging faculties to undertake consultancy service are to:

1. Develop linkage 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 and interact with experts to help common public cause.

In this effort, the university will also be benefited in several ways

including:


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- i. The University and its faculty will get due recognition for providing services needed.
- ii. Development of expertise and knowledge for faculty in the professional sphere through contact with the other experts of similar interest.
- iii. The faculty will have opportunity for utilizing their ideas and time.

2. GUIDELINES:

- a. The faculty of the university are encouraged to engage themselves in the consultancy services without impeding on 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 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 limited to the annual basic salary. Copies of all the correspondence with the clients should be submitted to the office of GRADE.
- d. Only those consultancy projects that provide and befitting professional competencies of the faculty members, will ordinarily be accepted by the University.

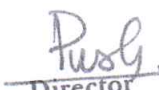
The project proposal should be prepared by the faculty with the following components:

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


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Fee for using the facilities of the University: 15% of the total project cost shall be included as overhead expenses of the University.

Fee for the consultant 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:

- (i) The consultant after mutual discussions with the client will formulate the proposal for undertaking the project.
- (ii) 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 proper channel.

2.5 (ii) The office of the GRADE should maintain proper record of the project:

- a. The consultancy approval number and date 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.


2.5 (iii) Are cord of expenditure incurred by the University should also be maintained in the accounts.

2.5 (iv) For outside visit by the faculty the TA/DA may also be accounted for by the accounts and shown as project expenditure. The Director, GRADE shall be kept inform of all such expenditures.

3. **Other Works/Consultancy:**

It should be noted that any fee received for undertaking works such as examination, papers 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 sharing to the University.

The faculty members are allowed and encouraged to do consultancy assignments subject to complying with the General principles and guidelines.


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The following shall not be considered as consultancy work for the purpose of regulating the fee received by the University.

1. Fees received by faculty/university from recognized University and 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 examination 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.
4. Income from books, study material etc and other income as decided by the competent authority.


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