Rajarshi Shahu Mahavidyalya, Latur
(Autonomous)

"Consultancy Policy (CP)"

Preface

Consultancy is an effective way to use the available faculty expertise to cater needful service to industry and society. Our institute intends to be a paradigm of best practice by availing the consultancy with intention of social obligation without any charge to farmers and public which renders to develop mutually beneficial relationships. The institute recognizes that consultancy work as external activity undertaken by staff forms a core and valuable part of its function as a liberal and society centered organization. Therefore, our institute has set a policy to support all staff in the working for approved Research and Non-Research Consultancy Projects.

Objectives

This policy is projected to provide a flourished framework for faculty and staff engaged in, or who wish to engage in Consultancy, either through an "Institutional Consultancy" (Using infrastructure of institute, A direct relation between external party and our institute, Institution is responsible for the undertaken task) or "Personal Consultancy" (Without using infrastructure of institute, No direct relation between external party and our institute, Institution is not responsible for the undertaken task but the individual carrying consultancy is responsible)

Exclusivity of Consultancy Service

This faculties/staff are not allowable to take on work with or for any organization/institute other than our home institute without prior consent.

Faculty have to meet the terms of this policy and regards, any violation will be treated as a serious matter which may result in penalizing action being taken in agreement with the Institutional Policies and Measures.

Set of Regulations for Consultancy Services

- As per as the Industrial Projects are concerned, it is ensured that, the HEI should have demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- The Consultancy endeavors must not creates conflict with Research and Extension policies formulated by the HEI such as employment, Code of Conduct, etc.
- Faculties shall not undertake external consultancy activities where no formal agreement has been authorized by the College.

- Faculties should ensure that, the Consultancies must not be in conflict with the functions, objectives or interests of the HEI or damage the HEI's reputation.

Scope of the Policy

This policy abides to all consultancy activity carried out by all faculties/staff operationally controlled by the institute comprising the general policies on policies on Conflicts of Interest and Intellectual Property reported in literature reported hitherto.

Faculty/staff should pursue the processes specified in this policy for the approval, functioning and recording of consultancy and external activity.

All consultancy activities should be acknowledged and approved with your formulated "Consultancy Approval Committee (CAC)" but our institute declares that certain tasks are supposed to be acceptable and are normally within the scope of fulfilling the wider academic citizenship responsibilities. These include:

- Acting as an external examiner, assessor or moderator
- Providing an intermittent private or public lectures of commercial virtue
- The production of intellectual works such as books, articles and papers for others
- Editing of academic journals or books
- Acting as an expert witness
- Serving on governmental or related committees

But ultimately our institute reserves the right to prohibit any consultancy. This possibly for the reason of the individual's core performance being impacted due to the consultancy or ensuring that institutional core activity is adversely affected by the Consultancy.

Types of the Consultancy Run by HEI

- **Research Consultancy**

  In this Consultancy the Academic Staff Members on roll provides research skills or expertise for the research problems of industry/Government/NGO/individual in return for remuneration. A Research Consultancy may be the outcome of a tender negotiation or an individual approach as industries do not disclose their policies easily.

- **Non-research Consultancy**

Non-research Consultancies include non-research activities performed under contract for a Third Party. Non-research Consultancy would include the provision of professional services such as expertise of faculty or institutional infrastructure, to external agencies for a fee. Also, this would

include, but not be limited to, routine laboratory and testing of materials, devices or products, analysis of data such as market surveys, opinion surveys, etc. In addition, it encompasses the provision of professional services such as designing, legal and medical advices by faculties.

Approval of Institutional and Personnel Consultancy

The authority to approve "Institutional Consultancy" as well as "Personnel Consultancy" is with the "Consultancy Approval Committee (CAC)".

Approval For	Approver
"Institutional Consultancy" and **"Personnel Consultancy"**	Principal
	Vice Principal (Only One)
	Chairman of CAC
	Members of CAC
	Heads of the concerned subjects

Approvers are responsible for
- Ensuring the safeguards of the proposed consultancies
- Assuring all the pre-requisite of the proposed consultancies must be approved in agreement with the necessities of this policy.
- Ascertaining that the approved consultancies are best of the knowledge of the authorities
- Ensuring a proper record is kept of all consultancy activity.

Costing/Incentives

As a "Social Obligation" till date no charges are applied for the accomplished tasks under Institutional Consultancy for farmers. After deducting all the expenses incurred to the HEI, 30% of the surplus revenue must be provided to the faculty extending consultancy. The research consultant may share the received remuneration with the team members, as per their contribution.

Right of Review

If individual believes that the terms of this policy have been unfairly applied/abolished then there is a right of review by a "Consultancy Review Committee (CRC)" who has not been involved in the decision making process.

Consultancy Review for	Review Committee
"Institutional Consultancy" and **"Personnel Consultancy"**	IQAC Coordinator/Officer on Special Duty (OSD)
	Vice Principal not involved in CAC

Transfers in the Consultancy Project from Other Institutions

In cases where a Research or Non-research Consultancy grant is transferred to the HEI from organization, the overhead must not be taken from the grants, where the budget did not include an overhead component in awarded Consultancy project. But if the overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the HEI.

Conflict of Interest

Engagement in consultancies must not create any perceived or actual conflict of interest. If any it must be reported to the Principal through Chairperson of Research Advisory Committee (RAC) for resolution. A severe conflict of interest may arise where an employee engages in consultancies at the cost of the HEI's policies/measures or at the interests of other employees or students.

Intellectual Property in Consultancies

Any intellectual property arising from the Research and Non-research Consultancies will be abided by the rules and regulations of HEI's Policies.

This Research Policy is implementable in whole campus of our institute and can serve as a set of guidelines for researchers intended to run constancy projects.

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"Policy on Corporate Training"

Objective:

Our HEI has started a **'Corporate Training Center'** which aims to foster the process of improving necessary job skills and knowledge of employees of various companies' or small units, through an organized method of instruction.

Output:

- Corporate training benefits organizations and employees by:
- Ensuring swift acquisition of the capabilities needed to accomplish corporate goals and success
- Improving teamwork, employee satisfaction, and retention
- Employee's personal skill set, job value, and career development
- Adding high-value skills and certifications to offerings of the employee
- Availing organizations to generate more revenue from each up-skilled employee
- Improving employer's reputation and the ability to attract new talent

Modes of Training:

It is in the form of:
- Online or offline instructional content (textual or video)
- Online or face-to-face lectures and mentorship
- Actual or virtual group interaction
- Online or physical lab exercises or practical projects

Structured Methods for Imparting Corporate Training :

- Online boot camps for digital skills
- Hands-on training on sophisticated analytical instruments
- Training on Digital economy skills most in demand at modern enterprises
- Arranging drives for industry-leading course completion

Skills Covered:

Our HEI covers programs that are focused around four core industry verticals, including:

- Analytical Instrument Handling Training
- Digital Business, Technology, Data Science & Artificial Intelligence (AI)
- Digital Operations
- Digital Marketing, Business & Leadership
- Cloud Computing
- Cyber Security

- Software Development
- Data Science & AI
- IT Service & Architecture
- Project and Quality Management.

Enterprises can choose the role-based learning paths for their employee's.

Set of Rules & Regulations:

- The companies have to do the reimbursement for each employee trained by our HEI, as per the timely policies made by the HEI.
- The training may be in Virtual or Offline mode.
- Apart from the mentorship the employees may seek the assistance of UG/PG students if needed
- The damages incurred to the physical facilities during the training of employee shall be compensated by company.
- The team size of the employee seeking training is no bar. The HEI can train one single team member or an entire division, as per the need of the Company.
- The individual department having faculties with the expertise in the area the companies wish to tackle will cater all the needful with prior permission of Principal.
- The activities should be conducted by the departments of the HEI by establishing the formal collaboration with the Companies.
- The corporate trainer may be the faculty of the HEI or the Head of the Department (HoD) can hire the competent person from corporate sector in case of special needs by the companies e.g. lack of expertise, lack of the required sophisticated instrument/infrastructure, etc. The HEI can play the role of mediator in such special cases by providing their theoretical expertise/research skills/other requisite skills.
- The formal collaboration will end if any conflict incurs.

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