



Established under Section 3 of UGC act 1956, Since 23rd March 2005.

Name of the Policy/ Guidelines	Consultancy Policy
Short Description	Policy and guidelines on consultancy projects by staff of departments in faculty of Technology (FoT)
Scope	This policy is applicable to all faculties in the departments of FoT, Dharmsinh Desai University.
Effective date	1 st July 2022
Approval Authority	Vice Chancellor



CONSULTANCY POLICY

Introduction

The objective of Consultancy guidelines is to promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations. Consultancy is well recognized as an effective way to disseminate knowledge and make an early and direct impact on society. This guideline provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the strategic and operational objectives of FoT.

Purpose

The guidelines for consultancy envision to develop a channel to provide knowledge and expertise to generate revenue for FoT from industry and other external institute/sources for providing solutions to challenging problems.

The consultancy is work of a professional nature, undertaken by FoT staff in their field of expertise, for clients outside the institution, for which some financial return is provided. This guideline is intended to provide a clear framework for those FoT staff engaged in, or who wish to engage in consultancy. *The consultancy*, where the contractual relationship is between the client and the FoT and not the individual consultant and/or team of consultant. All the financial transaction related to the consultancy services shall be through FoT-account dedicated for this purpose.

Approval of Consultancy Activity

The research and knowledge generation activities staff and students undertake for the University during consulting activities is done collaboratively with and/or is funded by an external organization. This will normally mean there are obligations in respect of any Intellectual Property generated and third-party confidential information exchanged in such projects. It is recommended that an agreement be executed between the consultant and consulting parties explicitly stating the terms and conditions regarding confidentiality and intellectual property rights. Staff seeking to undertake consultancy should be careful to consider existing obligations to third parties (including those obligations entered into by their colleagues or other members of the University) and not do anything which might put the University in breach of its obligations to them. In particular staff should be careful not to use confidential information of a third party without their written consent and not use any Intellectual Property unless they are confident there are no constraints on the University's use of the same.



Confidentiality & Intellectual Property Rights

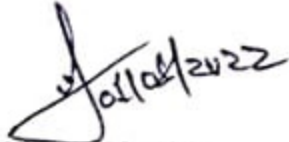
Approval must be sought for all consultancy work, whether University or Private, prior to carrying out the work whether during normal hours of work or not. The decision process for whether an individual faculty member is permitted to undertake a piece of consultancy is to be taken at the institution level. All consultancy proposals should be addressed to the Vice Chancellor. The proposal should include details of (i) the organization / individual seeking the consultancy service (ii) the nature of consultancy work (iii) the institutional resources that would be utilized / required for the consultancy service (iv) the quantum of work involved in man hours per week (v) Financial details. The Vice Chancellor will make the decision to accept or decline the proposal.

Revenue Distribution

In order to incentivize staff to engage in FoT consultancy services, the income from such consultancy, post-deduction of direct expenditure involved in carrying out the consultancy project, will be distributed in the ratio of 3:1 between the team of consultant involved in assignment and the FoT.

University's centres of excellence

Structural Design Centre, Environment Audit Cell, DDU- Bosch- Rexroth Centre, Surface Science and Nanotechnology are successfully in operation since past 2-3 decades. They are involved in knowledge sharing, R&D, certification work for interpretation of acts/ laws and implementation of similar schemes as per the guidelines/directives of respective government agencies. Therefore, their prevailing guidelines will be followed.


(Dr. V. A. Shah)
Dean,
Faculty of Technology


(Dr. H. M. Desai)
Vice Chancellor

Date: 01/07/2022