

CONSULTANCY POLICY

St. Aloysius Deemed to be University has consistently upheld its commitment to academic excellence and societal engagement. In alignment with our mission to Empower youth and contribute to the community, this initiative aims to position the university as a pivotal resource for industry, government, and community partners seeking expert guidance and strategic solutions.

The Consultancy cell at St. Aloysius Deemed to be University will act as a bridge between academia and industry, leveraging the diverse expertise of our faculty and the innovative spirit of our students. By offering consultancy services across various sectors, the cell will enhance the practical learning experience of our students while providing valuable insights and solutions to external partners. This endeavor will not only strengthen the university's reputation as a leader in academic consultancy but also contribute to the economic and social development of our community. Through the Consultancy Cell, St. Aloysius University seeks to expand its impact, fostering collaboration, innovation, and excellence in all its engagements. We are committed to creating a platform that supports mutual growth and advancement, benefiting both our university and the partners we serve.

OBJECTIVES:

- 1. Facilitate Knowledge Transfer and Enhance Academic-Industry Collaboration:** To bridge the gap between academia and industry by transferring knowledge, skills, and research findings to real-world applications.
- 2. Promote Interdisciplinary Expertise:** To leverage the diverse expertise of faculty and students across various disciplines to provide comprehensive consultancy services.
- 3. Support Faculty Development and Provide Student Learning Opportunities.**
- 4. Generate Revenue for the University Enhance University Reputation:** To create a sustainable source of revenue through consultancy activities that can be reinvested in research, infrastructure, and academic programs.

POLICY:

St Aloysius Deemed to be University, in pursuit of its objective of knowledge sharing and application, shall endeavor to provide consultancy services in the form of functional solutions, research studies, and functional/skill training to various sectors, including industry, enterprises, and social organizations. To facilitate this, the University shall establish a Central Consulting Organization, named St Aloysius Consulting Cell, with the principal objective of promoting consultancy services through its academic departments and centers, either individually or collectively, based on the required disciplinary expertise. St Aloysius Deemed to be University will encourage all faculty members to develop consultancy as a significant component of their career advancement goals, with the organizational support of St Aloysius Consulting cell.

REGULATIONS:

Consultancy activity undertaken by the University, by its Academic Departments/Centres shall be guided by the following Regulation.

1. The central organizing body for all consultation assignments carried out by or on behalf of the University will be St. Aloysius Deemed to be University Consulting cell. The regulations pertaining to St. Aloysius University Consulting cell will provide specifics about its structure and its intended function.
2. In compliance with this regulation, St. Aloysius Deemed to be University Consulting cell will be principally in charge of starting, overseeing, recording, and organizing the Departments' and centers' consulting operations. Nonetheless, in compliance with "St Aloysius Deemed to be University Guidelines for Credit Recognition for Consultancy and Extensions by Academic Departments," the Credit for Consultancy Activities completed must be mapped to the relevant academic departments.
3. Individual faculty members may only engage in private consulting with the consent of the department head and the relevant dean or director, and only then, and under any applicable restrictions.
4. The application for permission to engage in private consulting must follow the guidelines and be sent, via the relevant HOD, to the relevant Dean or Director.
5. The application for approval must include information about the consulting or service, its duration, and any work schedule that may be necessary, along with a guarantee that, should approval be given, faculty and staff would not neglect their

obligations to the university. Special leave "On official duty" cannot be taken for these kinds of personal obligations.

6. Departments equipped to provide Consultancy Service may identify the potential areas of their consulting capabilities, duly assessed by the HOD and the Dean and periodically inform St Aloysius Deemed to be University Consulting cell who shall highlight the same in its link in the University website.
7. Every Department/Centre capable of offering Consultancy must nominate a Consultancy Coordinator to liaise and interact with St Aloysius Deemed to be University Consulting in respect of any enquiry/ proposal for Consultancy. Any enquiry for Consultancy received by a Department/Centre either voluntarily or by the initiative of the Department /Centre shall be further processed only with the involvement/indulgence of St Aloysius Deemed To Be University Consulting.
8. There must be a written request obtained from the prospective client seeking consultancy service clearly detailing the terms of reference. The format of request is provided by the Consultancy cell. This request must be formally obtained only after preliminary discussion with the client by St Aloysius Deemed to be University Consulting along with the concerned discipline experts from Department/Centre and only if the Department/Centre is convinced that it has the capability to undertake the service desired by the client.
9. Availability of faculty manpower and their disposable time must be rationalised towards significantly value adding consultancy projects rather than for routine studies. As a general guideline Consultancy Services for value of less than Rs.3.00 Lacs may not be encouraged.
10. All Consultancy Proposals for processing through the University Consulting cell must be approved by the HOD and the Dean/Director in charge of the Department/Centre. Availing expertise/services of persons external to the University must be avoided as far as possible while making any Consultancy Proposal although by exception the Chair/Head of the Consulting cell may approve such requirement under special circumstances subject to such terms and conditions as may be specified.
11. The terms and conditions of the Consultancy Service, subject to prior discussion with the client based on the Job Cost Analysis duly following the procedure, must be documented and executed in the form of a Consultancy Agreement.

12. Consultancy fee shall be paid by Cheque in favor of the University or by Online Bank Transfer to the designated Bank Account of the University. The Accounts Department may prescribe procedures in this regard.
13. St Aloysius Deemed to be University Consulting cell as well as the Consulting Team of Faculty Members engaged for specific Consultancy shall be jointly and severally responsible for performance of the Consultancy and shall indemnify the University for any Loss or Damage of its reputation caused by their non-performance or under-performance.
14. Remuneration for the Consulting Team of Faculty Members will be as provided in the Job Costing and shall be determined in accordance with the "St Aloysius Deemed to be University Guidelines for Assessing Remuneration for Consultant Faculty".
15. Remuneration for the Consulting Team of Faculty Members shall be payable only when and if the full fee is received by the University and only after successful conclusion of the Consultancy Assignment. All payments in this regard will be subject to TDS as applicable to 'Income from Salary' as per the Income Tax Act.
16. Other than the remuneration as stated the consultant faculty shall not claim any additional privileges like special leave, travel costs etc unless separately provided for in the Job Costing.
17. Any leave of absence from work required for attending to consultancy assignment (private or of the University) must be with the prior approval of the HOD concerned and by utilising either the eligible leave credit available or on loss of pay in case no leave balance is available.
18. No Consultancy Agreement must generally or restrictively commit the University for any Obligation that will in any manner infringe its independence and/or Policies.
19. The Intellectual Property if any created by all types of Consultancy assignments (including private) shall vest with the University though the Consulting Team of Faculty.

ANNEXURE TO ST ALOYSIUS UNIVERSITY REGULATION FOR CONSULTANCY

Organization		Ref No		Date	
Full Address					
				Date Established	
Website		Annual Turnover		Number of Employees	
About the organization (Strike off irrelevant)	Constitution	Proprietary/Partnership LLP/ Limited Company	Registration Number		
Contact Details	Mobile		Email		
Name of the CEO			Designation		
Name of the representative			Designation		
Consultancy area					
Terms of Reference:	1.				
	2.				
	3.				
<p>This requisition for Consultancy Service is made voluntarily and with firm belief that the University will be able to assist. This requisition will be subject to further discussion between and the Organisation and the University and without commitment on either side unless this is formalised by a Consultancy Agreement signed by the Parties. The information given above are factual and correct according to the records maintained by the Organisation and is submitted with genuine intention to establish a professional relationship</p>					
Name		Designation		Signature	
For use by St Aloysius University	Proposal Received On:			Ref No	
Consulting Category:	Individual		Institutional	Testing and Evaluation	
Job assigned to Departments		SPOCS	1.	Date	
			2.		
Job Costing and Discussion	Date		Final Negotiation	By Date	
	First Quote (Rs)			Rs	
Approval Date	St Aloysius University Consulting cell		Director	Documentation Date	

JOB COST SHEET FOR CONSULTANCY ASSIGNMENT

Department		Job Ref		Proposed Start date		Proposed End Date	
Client							
Job							
Job Scope							
Duration							
Output							
INPUT							
	Description						
Material							
Technical Resources							
Consulting Manpower (1)							
Consultancy Manpower (2)							
Secretarial							
Stationery							
Overheads							
Others							
Total Cost (TC)							
Value Addition %							
Total Fee before service Tax (TF)							

likely/potential expenses for the specified

PSD Proposed Start Date PED

Proposed End Date

- a) Costing must be done diligently with due regard to head. Quote for the job must be fair and competitive. b. Materials may include Drawings, Consumables (for experimental projects), Reports be required for the consultancy project. etc that may be required for the consultancy project.
- b) Technical Resources will 1 include machine hours or software that may use.
- c) Consulting Manpower (1) means the No. of faculty x No. of days x time (hrs) required. The Rate per man hour will depend on the expertise of the person and will be guided by the University
- d) Policy. Consulting Manpower (2) means the cost of external expertise if approved.
- e) Cost of Secretarial manpower may be calculated on the basis of nature of work and may be charged either on Man-hour Rate or on lump sum basis.
- f) Actual cost of stationery to be used must be calculated duly considering paper costs, printing costs, binding costs and the like. It may be charged on lump sum basis.
- g) Overheads will represent the indirect cost of the University and must be provided at 10% of direct costs
- h) Other costs must include a contingency provision of at least 5%.
- i) Value addition is calculated as under: $TC / (100 - VA)$

**CONSULTANCY AGREEMENT
BETWEEN ST ALOYSIUS (DEEMED TO BE UNIVERSITY)
AND**

(Name of the Client)

This Consultancy Agreement is entered into between:

St Aloysius (Deemed to be University), a Deemed to be University declared under Section 3 of the UGC Act 1956, having its Campus at Lighthouse Hill Road Mangaluru 575003 (hereinafter referred to as 'University')

And

_____ (Name of the Client) a company engaged in _____ (briefly write the business activity of the client) _____ having its registered office at _____

(Registered address of the Client Company) (hereinafter referred to as 'Company')

Whereas the University, a well-established institution of higher education and research in multi- disciplinary faculties and has departmental resources to offer consultancy services and has been offering the same through its centralized wing St Aloysius Consulting cell **and**

Whereas the Company is engaged in the business of _____ and is convinced and desirous of availing consultancy assistance of the University by its St Aloysius Consulting in the area of _____ (mention the consultancy area) **and**

Whereas the University and the Company (jointly referred to as 'Parties'), pursuant to discussion of their mutual interests, have agreed to work on a consultancy assignment

This Consultancy Agreement signed this _____ day of _____ 20-__ Witnesseth as follows:

1. Consultancy:

a) Services & Deliverables:

The Consultancy Service envisages _____

_____ (state in fair detail the consultancy service to be provided) _____ Deliverables in respect of the Consultancy Service shall be **restricted to** _____ (state what are the committed deliverables from the consultancy service)_____. The University by its Consulting will use reasonable endeavors to provide the services and deliverables within the duration of the agreement.

b) Consulting Personnel:

The Services will be carried out by a team of Faculty Members of the University nominated by St Aloysius Consulting who will use their best expertise of knowledge and experience. The team of Faculty Members assigned to this agreement are _____ (mention name/s of the professors and Department to be engaged)

Rev Dr Praveen Martis, SJ
Vice Chancellor