

**Chhatrapati Shahu Institute of Business Education and Research
(CSIBER), Kolhapur, 416004, Maharashtra, India**

Policy of Consultancy, Research Activities, FDP / MDP, MoUs, MoAs

1.0 Objectives:

- 1.1 Serves as liaison between institute, industries, Government and non-government organization
- 1.2. To make available the laboratory facilities and technical knowledge to the stake holders
- 1.3. Enrichment of knowledge and experiences of faculty members in solving practical problems and developing new ideas for post graduate teaching programmes.
- 1.4. Involvement of students under consultancy projects to give them exposure to real time problems Faced by the organizations and find a suitable solution for the same.
- 1.5. Sharing of revenue

2.0 Types of Consultancy Service:

The consultancy services provided by the Institute are of five types:

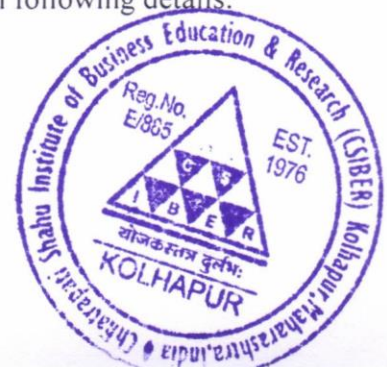
- 2.1. Institutional Consultancy: Institutional Consultancy relates to advice given to an industry / organization, by a Department/ individual on behalf of the Institute. The Principal consultant / Investigator will be identified by the Head of the Department in consultation with the Director.
- 2.2. Individual Consultancy: Individual consultancy relates to consultancy or work undertaken by an academic staff member of the Department in his individual capacity with prior approval HOD / Director.
- 2.3. Technical Services: Technical services relate to providing of routine Laboratory reports as per customer requirement/technical data/ information, analysis etc. which does not require interpretation of results or advice.
- 2.4. Individual / Faculty or in composition of competent people as group within CSIBER or experts from outside of CSIBER or MoU / MoA partners of CSIBER serving any development purpose of training or research or carrying out teaching / learning / research / training for the development purposes with the prior permission of the Director.
- 2.5. International Consultancy as per the terms of reference of the third party or partner or CSIBER will be conducted as per the MoU and or any agreement.



3.0 Procedure for accepting consultancy projects :

- 3.1 A request for consulting services shall normally be received by the Director on behalf of the Institute.
- 3.2 Concerned Department or Faculty member will prepare the quotation / tender and submit the same to the concerned party for getting the approval.
- 3.3.1 While approving a consultancy proposal the interest of the CSIBER at large are taken care of.
- 3.3.2 An individual staff member should take the written approval for the required authorities)
- 3.4.0 While working out the cost of consultancy project, the following matters to be taken into consideration:
 - 3.4.1 Cost of man days of the staff taking part in the project
 - 3.4.2 TA and DA (as per agreement with the client).
 - 3.4.3 Cost of consumable and Non Consumable inputs (like chemicals, raw material and other types of Consumables, infrastructure, services, facilities, software's, equipment and etc
 - 3.4.4 Usage charges on equipment (including depreciation and utilities)
 - 3.4.5 Payments to outside consultants, International cooperation of the partners.
 - 3.4.6 Cost of stationary
 - 3.4.7 Miscellaneous Expenses.
 - 3.4.8 Administrative charges if any.
- 3.4.9 On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, TOR (Terms of Reference) and the audited statement of accounts will be submitted to CSIBER.

4.0 Terms and conditions of agreement with client: Faculty member / Department shall clearly specify the terms and conditions of the agreement including the cost, time schedule for project and submission of report. The Institute shall be responsible to any mishap or damage caused to manpower or property while further applying the results of consultancy and to provide insurance coverage if required. This clause should be included in all the consultancy contracts. The financial matter will be as per the terms of reference document. Payment to be received from client through bank transfer in favour of Director, CSIBER or Online payment on following details:



5.0 Consultancy Class and Sharing of Profit :

Sl. No.	Consultancy Class	Description	Sharing of Profit	
			Institute	Faculty Member / Department
1	Advisory Consultancy	Institute facilities are not used	30%	70%
2	Service Consultancy	Institute's consumables and facilities used	50%	50%
3	Training consultancy / Services	Institute's Consumable and Non-consumable used	50%	50%
4	The sales made for a patent emerging from consultancy work	Annual Royalty	30%	70%
5	International Consultancy	As per TOR (Terms of Reference) / agreement / MoU	As per TOR	As per TOR
6	Project Consultancy – National and International (Corporate, Government, International Bodies)	As per TOR (Terms of Reference) / agreement / MoU	50%	As per TOR
7	Project Setup, Technical Consulting, Stake Holding and completion certifications, regular inspections, maintenance of quality norms	As per TOR (Terms of Reference) / agreement / MoU	As per TOR	As per TOR

Once the terms of consultancy have been approved, contract sign and advance received, it becomes the duty of the Principal Consultant / Investigator to ensure the satisfactory progress and completion of the project on time. For this purpose, he /she may make temporary appointment of full-time or part-time staff for a period as required, draw advances and make expenditure in accordance with the requirements as the projects progresses. The approval of the Director will be required for the appointment of personnel for a period of time. The amount distributed to the staff will be as per recommendation of the Principal Consultant / Investigator.



approved by the Director.

5.0 Utilization of Fees: Any money received from the institute as an advance for a consulting job must be put to the precise use for which it was intended. Equipment, chemicals, glassware, software, and other items must receive the approval of the purchase committee, the director.

6.0 Involvement of Non-Teaching Staff/ students / Faculty members: Principal Investigator (PI) of the project can use services of Non-Teaching Staff/ students / Faculty members of the Institute who may be paid suitable remuneration out of the consultancy fees received.

7.0 Documentation: The Principal Investigator (PI) of the consultation project should keep a copy of the report presented to the client with the appropriate department for the record.

In case of any ambiguity, the decision taken by the Director is CSIBER will be final.

