

Kannada University – Hampi
Vidyaranya – 583276.

Consultancy Policy

Kannada University is a research oriented university. It has four faculties – Faculty of Social Science, Faculty of Humanities, Faculty of Fine Arts and Faculty of Science. All the departments working under these faculties are engaged in research. The knowledge produced by many of our departments deal with issues of development, dalit, tribal culture, women, language and culture etc. Thus they have policy implication in areas of development, education and culture. Keeping in view of the expertise available in the University it has put into place a consultancy policy to govern the exchange of knowledge between university and other institutions/establishments both in terms of production and dissemination of knowledge.

Regulations

Consultancy could be provided either on the invitation from external agencies or could be offered from an individual teacher or a group of teachers of the University to external institution or agency. In all cases it shall be considered as consultancy by the Kannada University and not of an individual or a group of teachers. All the issues related to the finance shall be operated by the Registrar, Kannada University.

In all the cases teacher/s, who is taking active part in the consultancy, shall draft a project proposal of the consultancy work. The project proposal shall contain the following details:

- i) Statement of the problem – this part of the proposal shall state clearly the problem for which consultancy is sought
- ii) Operation of the project – details of method of operationalizing the project shall be spelt out clearly.
- iii) Financial Budget – Total financial budget of the project shall provide the following details :

- a) Cost of equipment, material & books: The estimated cost of equipment and/or books to be procured for the project is needed to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the department after completion of the project.

The cost has to be given under following heads –

1. Equipment/spares/accessories,
2. Consumables, and
3. Books.

The total cost of equipment, material and books shall not exceed 20% of the total cost of the Consultancy.

- b) The overhead Charges: The overhead charges include use of electricity, water and computing facilities (if needed), for book keeping and auditing the accounts and for using any central facilities available in the department/university. This cost

also includes any infrastructural built up if needed. This overhead shall not exceed 15% of the total Consultancy charges.

c) Travel: The travel expenses are to be borne by the client directly if it is not part of the project proposal as estimated costs for national/international travel. If it is part of the project proposal/budget estimate, it shall be governed by the rules of Kannada University under the head TA/DA.

d) Contingent expenses: An estimated cost for Contingent expenses (postal expenses, phone, stationery etc.) not exceeding 10% of the total project cost can be included under contingent expenses.

e) Fee for scientific/technical advice: Advice can be sought by the experts for the consultancy project by the consultant and a fee can be paid to the external experts not exceeding 10% of the total consultancy charges.

f) Remuneration: Remuneration is to be paid either as honoraria or as charges for working on the project to Principal Investigator and his/her team up to 35% of the total consultancy charges. An honorarium is also to be paid to the administrative staff in the department for handling consultancy project up to a limit of 10% of the total consultancy charges. The Remuneration estimate has to be given under following heads:

- a) Principal Investigator / Lead consultant
- b) Other teaching faculty members
- c) Technical staff directly involved
- d) Students, if involved
- e) Administrative staff

- ❖ The total estimated cost under the heads from (a) to (f) cannot exceed the total consultancy charges.
- ❖ No ceiling limit is laid down with regards to the total amount of the consultancy charges.
- ❖ Consultancy activities should not interfere with the regular duties of the individual faculty.
- ❖ The administrative staff has to work on consultancy project, if they receive honorarium in addition to their existing duties.
- ❖ The principal investigator/ lead consultant or the head of the department will directly deal with the client in all matters regarding the Consultancy job.
- ❖ A certificate from the client that the work has been completed satisfactorily is not required except in disputed cases. In case the client is not satisfied, responsibility lies with the consultant to satisfy or ask the Kannada University to refund the charges to the client as per the agreement.

- ❖ In case the consultancy project results in a publication, the rules governing the publications of the Kannada University will apply and the share of the profits accruing will be used as per the publication rules of Kannada University.
- ❖ In case of research consultancy, all the rules are the same except that the work will be considered as the work of Kannada University and the consultant undertaking a visit outside will be considered on duty.
- ❖ Unspent balance if any, in the project, shall be credited to the professional development fund (PDF) of the consultant, which can be utilized by the consultant for the professional growth such as attending conferences, membership of professional bodies, subscribing for research journals etc. This facility will be allowed for next three years or till the retirement of the teacher, whichever is earlier. A detailed account of such expenses shall be needed to be submitted to Accounts section for audit.
- ❖ The consultant needs to take prior permission of Kannada University for undertaking consultancy with detailed projected proposal and the request has to be routed through the head of the department.
- ❖ At the end of every financial year the consultant must submit Utilization Certificate of the consultancy fund made in the year and after completion of the project total receipts and payments need to be submitted either by the consultant or through the finance section of the University for audit by a recognized chartered accountant.

Guidelines for Sponsored Research

Faculty members of the Kannada University shall be encouraged and permitted to take up sponsored research projects to the extent that it does not interfere with the discharge of their regular duties. The sponsored research projects undertaken could be financed by any Central/State Government funding agencies such as ICHR, CSIR, UGC and other agencies or by the Industry. Such projects normally shall have clearly spelt out time-line and financial budget.