

**Bharati Vidyapeeth  
(Deemed to be University), Pune**

**A<sup>+</sup> Accreditation (third cycle) by NAAC in 2017  
Category-I Deemed to be University Grade by UGC  
68<sup>th</sup> Rank among Universities by NIRF-2021**

**Bharati Vidyapeeth  
(Deemed to be University), Pune**

**College of Nursing Pune**

**RESEARCH AND CONSULTANCY POLICY**

# **Bharati Vidyapeeth (Deemed To Be University), Pune**

## **Policy for Research**

### **1. PREAMBLE**

Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Research and innovation is the key for economic growth, and the success of any organization depends upon quality research activities. Universities with innovative faculty and large research component can sustain, survive and emerge successful in today's competitive scenario. Taking these into considerations, following Research Policy of the University is formulated. Constituent units may modify it as applicable to their respective disciplines.

The Bharati Vidyapeeth (Deemed to be University), Pune strives to achieve the excellence in research, undertake consultancy, and instill a spirit of collaborative and interdisciplinary research among its faculty and students. The university has recognized research centers at its constituent units for doctoral research.

### **2. VISION**

To create an enabling environment and support system within the University in order to foster a research culture as well as provide the required support and guidance to researchers in their research activities.

The implementation and updating of Research Policy shall be carried out by the IQAC of the university. The Research Policy shall have an independent University Research Committee (URC) to be appointed by the Vice Chancellor, BVDU. Apart from the RC at the University level, each constituent unit will have Research Committee to implement Research Policy of the University and to monitor

research activities of the institute/constituent units. The university's research policy may be suitably adopted by the constituent units by adding appropriate clauses as applicable.

### **3. OBJECTIVES**

- To instill, inculcate and promote research aptitude in faculty, research scholars and student fraternity with an aim to facilitate and support high quality research.
- To nurture an environment of undertaking socially useful, translational research with potential for commercialization.
- To identify avenues for interdisciplinary collaborative research
- To motivate faculty and students for obtaining IPR and quality publications in journals of international repute.
- To review research policy from time to time and to align it to the changing needs of society and industries.

### **4. PRINCIPLES OF RESEARCH POLICY**

The University hereby affirms the following principles concerning to its research:

- Every researcher (Faculty and Students) should be free to select the subject matter of their research. The research findings should be shared with other researchers and the research committee with an objective of having transparency and openness in research.
- Research activities should not violate established professional ethics pertaining to the health, safety, privacy and other personal rights of the human beings.

The research policy is applicable to all faculty, research scholars and students of the university.

## 5. POLICY AND GUIDELINES:

- **Undertaking Research**

Faculty members of the University and research departments are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity. All academic staff should, where appropriate, seek research funds in support of their research. The requirement to undertake research is a career expectation and will be balanced with the other obligations of academic staff including teaching and administrative responsibilities.

Research output will be considered one of the criteria for faculty recruitment and promotion along with other academic requirements.

- **Proposal for Research Funding**

The faculty members shall apply for research project funding from respective agencies (e.g. DBT, DST, AICTE, UGC, European Commission). It is desirable to satisfy following

Professor : 02 Proposals per academic year

Associate Professor: 01 Proposal per academic year

Assistant Professor : 01 university funded Proposal per academic year

Research Scholar : 01 university Funded Proposal per academic year

- **Recruitment and Promotion**

The University shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Impact Factor (IF), H-index, SJR which

will be revised from time-to-time as appropriate.

- **Research Management**

There shall be a University Research Committee (URC) under the chairmanship of Vice-Chancellor and authorities of the University. The Executive Director, International Affairs, Research & Training of the University shall supervise, control and coordinate all the activities of research of the University.

- **Periodic Review of Research Output**

Periodic review of research output shall be carried out by each institute / constituent unit and provide such information to Executive Director, International Affairs, Research & Training and the IQAC of the University periodically (preferably quarterly) for assessment and required corrective actions, if any.

- **Student Research**

To encourage research culture and to enhance quality research output, mentorship /internship programs, workshops and training programs should be organized for students.

- **Research Publications**

Each faculty shall have a target of minimum 2 research papers per calendar year published in Scopus / Web of Science / PubMed/UGC Care list / ABDC or indexed journals. Faculty is also expected to publish at least one paper with post graduate students.

- If 2 or more faculties jointly write one research paper, for SCOPUS/WOS/ABDC approved journals, it will be considered as proportionate target achieved and the authors need to publish more research paper jointly or individually in Scopus / Web of Science / PubMed/UGC Care list / ABDC or indexed journals to complete the target of 2 papers per calendar year.

## **FACULTY DEVELOPMENT PROGRAMMES (FDP)**

- Faculties should undergo at least 2 FDPs in a year (1 in six months); the mode of attendance could be online or offline.
- Faculty members should attend 30 hours of FDP each year. Faculty/ Head of institutions must ensure that they attend Orientation / Refresher / Research methodology course / workshops on syllabus up-gradation/ teaching learning evaluation / technology programmes / FDPs organized under the UGC supported HRDC / NPTEL / ATAL / STTP etc. of minimum two weeks duration.

## **SUPPORT FOR FACULTY RESEARCH**

Teaching and research are the two pillars which require substantial contribution to, by an academician. Policy and practice of incentives for research would give an enhanced feeling of satisfaction and encouragement to the faculty.

Incentives for research activities for faculty

- (a) Monetary Support,
- (b) Professional Recognition, and
- (c) Academic Promotion

**Table A: Allocation of funds for faculty research endeavors**

<b>Research support</b>	<b>Subject to</b>
Publication of research papers in Scopus / Web of Science / PubMed/UGC Care list / ABDC indexed journals	Publication charges to be sanctioned for research papers annually with upper cap of Rs. 10,000 per faculty
Registration Fees and travel expenses for attending conferences / workshops and seminars at university/institutions other than	Once in two years per faculty Professor – Rs. 8,000 Associate Professor – Rs. 5000 Assistant Professor – Rs. 3000

BVDU – National level for paper presentation	
Registration Fees and travel expenses for attending conferences and seminars at International level for paper presentation	Once in three years per faculty Rs. 25,000.

### **Research Paper Publication Fees:**

- Publication fees may be reimbursed by the institute towards Research Paper Publication fees, subject to original payment receipts. Additional publication fees reimbursement will be subject to approval from Director/research committee.
- Research papers published in journals other than Scopus / Web of Science / PubMed/UGC Care list / ABDC will not be considered for financial support from the institute.
- Each faculty member will be entitled to a fixed sum (as indicated in Table A) per academic year for attending faculty development programs, training programs, paper presentation in conferences etc. subject to the condition that he/she satisfies the condition of minimum 2 research papers publication in the preceding year.

### **REWARD / INCENTIVE FOR RESEARCH ACTIVITIES:**

Incentives to be declared at the beginning of the academic year based on the previous calendar year research performance. This scheme will be applicable from '21-22 calendar year onwards and the head of the institution will be responsible for verification of the claims made by faculty.

The financial incentive to faculties who have published their research papers in SCOPUS / Web of Science / PubMed are as follows:

<b>Table B: Research Paper Publication Reward Scheme</b>	
Q1 Journals	Rs. 10000.
Q2 Journals	Rs. 7500.
Q3 Journals	Rs. 5000.
Q4 Journals	Rs. 2500.

In the event of more authors, the award money should be shared equally. This award is only for BVDU faculty. In the event of co-authors from other than BVDU, the award will be shared only between BVDU faculty.

<b>Table C: Research Paper/Patent Publication Incentive /Reward Scheme</b>	
For every publication in a Scopus/WOS indexed journal (Other than table B above)	Rs. 2000 + Certificate of appreciation from University
For ranking in the global researchers' database (top 2 %)	Rs. 10,000 + Certificate of Appreciation from University
For funded research projects sanctioned	PI and Co-PI will get certificate of appreciation from University
For sanction of funds for seminars and conferences by UGC, DBT, AICTE, AYUSH etc.	PI and Co-PI will get certificate of appreciation from University
Winning awards of key bodies at national/international level	Letter of appreciation from university
Book Chapter in ISBN Book / Book (with ISBN )	Certificate of appreciation from University

<b>INCENTIVE FOR RESEARCH GRANT</b>	
Research Grant	Reward Scheme
Up to 5 lakhs	Rs.3,000/-
Between 5 lakhs and 20 lakhs	Rs.7,000/-
Above 20 lakhs	Rs.15,000/-

In addition to the above, the faculty who is involved in active research, may be granted 2 hours per week of workload adjustment in order to concentrate on activities related to the funded research projects/consultancies as these are time bound activities.

- **Incentive for Patents**

Faculty researchers will be provided support for filing patents. All expenses for filing of the patents will be borne by the university on recommendation of the Principal, provided the patent is being filed in the name of the university whereas the faculty remains the owner.

For every patent filed	Rs. 2000
Patent Publication	Rs. 5,000/-
For every patent granted during the calendar year	Rs. 10,000 + Certificate of appreciation from university

- **Sharing of reward money among multiple faculty**

The reward money under different categories mentioned above is to be shared among faculty members as follows:

In the event of more than one faculty, the award money should be shared equally. This award is only for BVDU faculty. In the event of faculty from other than BVDU, the award will be shared only between BVDU faculty.

**POLICY FOR SANCTION OF SEED MONEY:**

- **Resources for research support**

The University shall provide basic infrastructure and seed money to the faculty for undertaking research. Project proposals submitted by the faculty members will be scrutinized by the committee appointed by the Vice Chancellor and the same committee will provide seed money to the selected projects depending upon the quality of proposal.

- Faculty would be eligible for Seed money sanction on completion of 2 years of continuous service with BVDU.
- The proposal/s will be reviewed by the Research Committee.
- Based on the contributions made by the faculty in research, teaching, department and Institution, the Research Committee would calculate the score of the faculty concerned.
- Proposals of the faculty members would then be forwarded for final sanction to the Research Director's / Vice Chancellor's office.

### **TRAVEL SUPPORT FOR ATTENDING OUTSTATION CONFERENCES / SEMINARS etc.**

Reimbursement of travelling expenses will be permissible only for outstation FDP's/Conference's

- Maximum reimbursement would be limited to II tier AC fare of the shortest route
- For FDP, lodging and boarding expenses will have a cap of Rs. 1000 per day, subject to a limit of 6 days.
- Provision for local travel would be of 400 Rs. per day, subject to the condition that the distance between the FDP venue and location of stay should be more than 2 kms. The reimbursement claim should be corroborated with the appropriate invoice.
- Faculty members can utilize the maximum travel entitlement (to and fro IInd AC fare) both for travel and local conveyance. However, reimbursement is subject to the original tickets, bills and receipts. Faculty members have to bear the extra expenses over and above the maximum cap.

## **RESEARCH MISCONDUCT and DISCIPLINARY ACTION**

- **Ethics in Research and Publications**

Researchers should strictly follow the recommendations made by the Ethics Committee of the Constituent Unit concerned.

All faculty and researchers should adhere to the guidelines of the UGC document on “Good Academic Research Practices” (September 2020) by

the UGC. <https://www.ugc.ac.in/e->

[book/UGC GARP 2020 Good%20Academic%20Research%20Practices.pdf](https://www.ugc.ac.in/e-book/UGC_GARP_2020_Good%20Academic%20Research%20Practices.pdf)

It is expected that each researcher, including faculty and students - shall follow academic honesty in his/her research work and will adhere to highest ethical standards of data integrity, ethical guidelines, publication ethics etc.

Research misconduct such as plagiarism, fabrication, or falsification of research data will be viewed very seriously. It is the responsibility of individual institutions and faculty to prevent and detect its occurrence.

A Disciplinary Committee shall be constituted by the Vice Chancellor to carry out inquiry when academic dishonesty is reported against an individual / group. Suitable disciplinary action as recommended by the committee will be initiated, against such individual / group. if found guilty,

## **PLAGIARISM CHECK**

In order to ensure plagiarism-free work by researcher and faculty, the constituent units will make available the facility for checking of manuscripts for similarity of content. All Ph.D. theses and research papers should be screened for plagiarism through the URKUND software and similarity report generated, which should be signed by the deputed member of the research committee. Similarity in content is permissible up to 10% for Ph.D. theses and 15% for student project reports. If higher than

permissible content is observed, then the researcher would be advised to revisit the report and clear wherever higher side of similarity is found.

### **SUPPORT FOR MANAGEMENT OF THE GRANT**

The head of the institution shall support the researchers in the management of the project and grant wherever necessary such as:

- Autonomy to the principal investigator/coordinator for utilizing overhead charges
- Timely release of grants and advancing funds for sanctioned projects
- Motivate faculty members to inculcate research in their class room teaching by using their own case studies, research papers and findings.
- To encourage faculty and students and motivate them to apply for different European Union Grants
- Making available frequently required research facilities

### **IMPLEMENTATION OF THE RESEARCH POLICY**

The university shall review the implementation of research policy based on the recommendations of the research committee who will annually review the policy. The policy shall be announced publicly through the website of the university.

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**CONSULTANCY POLICY 2021-22 (revised)**

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**Bharati Vidyapeeth (Deemed to be University), Pune  
Bharati Vidyapeeth Bhavan  
Lal Bahadur Shastri Marg, Pune – 411030 (India)**

**BHARATI VIDYAPEETH**  
**(DEEMED TO BE UNIVERSITY), PUNE**  
**CONSULTANCY POLICY 2021-22 (revised)**

**1. Preamble:**

Professional development of faculty through consultancy projects is promoted by the university. The BVDU encourages the faculty to undertake consultancy assignments which will promote the transfer and application of knowledge for solutions to corporate projects. Consultancy may be with both public and private entities, at national or international levels.

All faculty members would have to secure advance approval for consultancy projects in order to ensure that the activity is beneficial to the University and within reasonable bounds. The university's Consultancy policy may be suitably adopted by the constituent units by adding appropriate clauses as applicable.

**2. Broad Guidelines**

The faculty desirous of accepting a consultancy work from any external agency should put up the Consultancy Proposal on a prescribed proforma, the Assignment Proposal and details of Agreement and Standard Terms and Conditions of the proposed Contract. All such proposals shall have to be accompanied with a communication from the Client by e-mail or through letters clearly indicating the title, scope, and duration of the proposed consultancy as well as the amount of consultancy charges being offered with timelines and deliverables, and

any other relevant information. The estimated budget should be in a format so as to be processed and executed easily by the Finance and Administration departments.

### **3. Consultancy Rules and Guidelines:**

#### **3.1 Scope**

- 3.1.1. Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the University / institute.
- 3.1.2. The services offered shall be along the lines of 'Professional Services' and will carry obligations and ethical requirements associated with such services, as indicated in the standard terms and conditions.
- 3.1.3. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Design and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.
- 3.1.4. Standardization, Calibration Testing and Evaluation services may be offered in which facilities are available or can be augmented. Such services should normally be backed

by periodic calibration/standardization of laboratory equipment used for such purposes.

3.1.5. All Consultancy and related jobs need to be structured and executed in the spirit of promoting the university/ institute.

### **3.2 Consultancy Guidelines:**

Consultancy work will be taken up by the BVDU faculty and research staff subject to the following norms:

3.2.1 A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes/use.

3.2.2 The consultancy requirement originates from the industry/other organizations concerned or faculty can approach industry/other organizations. The faculty is expected to estimate the time and cost required to accomplish the task and the PI (Principal Investigator) then prepares the proposal.

3.2.3 All consultancy proposals must be sent under signature of the PI to Head of the Institute for endorsement and approval by Director/Principal/Vice-Chancellor.

3.2.4 IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared before signing MoU/agreement. Preferably, IPR will be jointly shared by BVDU/unit and the industry/ organization unless specified in agreement.

3.2.5 When MoU /agreement is cleared from all angles and acceptable to

both the parties, it will be signed by the PI and Director/Principal and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of Director/Principal and a copy given to Finance section of the unit.

3.2.6 All payments for consultancy work must be in the name of Bharati Vidyapeeth (Deemed to be University) / Constituent unit payable at respective constituent unit.

3.2.7 The responsibility for conduct of the project and the deliverables will lie with the Consultant Faculty-In-Charge, and the university/institute will only provide the necessary administrative support.

3.2.8 Faculty or PI will handle the project account and spend funds as required. Share of the Institute should also be transferred. The accountability of the same has to be maintained by the respective faculty / PI.

3.2.9 The consultancy cannot be at the cost of the duties of the said faculty member, hence a faculty member is permitted to devote an average of 16 hours (equivalent to Two working days) per week for all consultancy projects during a semester.

3.2.10 Recruitment of temporary staff for Consultancy Projects shall follow existing University norms and rules for project staff recruitment. Purchases and travel for the consultancy project shall be from project funds budgeted for such expenses, and shall follow the existing University purchase and travel rules.

### **3.3 Consultancy Rules - Personnel:**

- 3.3.1 Project responsibility: The projects headed by a Principal Investigator (PI), and may have Co- Principal Investigators (Co-PIs) and the deliverables are the responsibility of the PIs. The Institute will provide the PIs necessary support.
- 3.3.2 The time spent on consultancy and related assignments shall be limited to the equivalent of one to two working day(s) per week. In addition, consultants may like to utilize, on an average, one non-working day per week with prior approval of the head of the institution.
- 3.3.3 The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
- 3.3.4 Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria. The record of the honoraria paid to students needs to be maintained by the PI/consultant.
- 3.3.5 Faculty members should not use the name of BVDU/constituent unit or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with BVDU, Pune.
- 3.3.6 Any other employee of the Institute may take up consultancy work with prior approval of the Vice Chancellor, BVDU.

3.3.7 Publications of Results: Consultants/ PI wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

3.3.8 Each project shall be undertaken under:

3.3.8.1 Standard Terms and Conditions or Specific research agreement or Memorandum of Understanding (MoU) describing the details of contract.

#### **4 Consultancy Rules: Travel**

4.1 Travel out of the campus on account of consultancy activities should be undertaken with intimation to the head of the institute. In case of Head of institution, intimations should be sent to the Vice Chancellor, BVDU.

4.2 Outstation travel of consultancy assignments may be undertaken by the PI, normally with the prior approval of the Head of the Institute, as the case may be.

#### **5 Consultancy Rules : Project Execution**

Consultancy projects are normally initiated by requests/enquiries from the industry directly to the Institute or by discussion between the industry and the Consultants.

5.1 If the enquiry is directly received by the Institute, the work will be assigned to specific consultant/or groups of consultants

depending on their expertise, and existing commitments.

- 5.2 In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person by the Director / Principal with the prior approval of the Vice Chancellor, BVDU.
- 5.3 All acceptance letters will be sent by the Consultant to the requesting agencies, in consultation with the Principal / Director, as the case maybe.
- 5.4 Consultancy project proposals (prepared in response to a client's request) are to be approved by the Principal / Director who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-à-vis the scope and projected time-line, in order to obtain clarity before the consultant prepares the cost and estimates. The copy of the agreed document should be sent to the Research Director / Vice Chancellor for final approval.
- 5.5 The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may have to be considered and approval to be taken from competent authorities.
- 5.6 Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the BVDU will govern all decisions and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

## **6 Consultancy Rules : Payment schedule**

Payment to be made to BVDU / constituent unit as per agreed upon milestones

- 6.1 The charges for any assignment are normally payable in advance. 50% advance payment should be made if project is in one phase. However, exceptions may be made in respect of assignments involving charges exceeding Rs.1,00,000/-and with implementation period exceeding 3 months.
- 6.2 In case of large assignments, if project is broken into phases, then advance payment should be made before beginning of each phase. Such a payment schedule should ensure that (i) advance payment is received for every phase of work, and (ii) the number of installments is reasonable and consistent with phases of work.
- 6.3 The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by the PI/Consultant
- 6.4 The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority which shall be verified by the Principal/Director and sent to the university office for the verification and approval by the Finance Officer.
- 6.5 In case of international consultancy assignments,

- a. Funds are to be received in foreign currency;
- b. service tax is not applicable;
- c. The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.

## **7 Distribution of Charges collected through Consultancy Projects**

7.1 The charges collected through the consultancy projects will be distributed as follows:

Category	Type of consultancy	Institute / constituent unit	Consultant
Category A	Services where institutional consumable and non-consumable facilities are required to be used  (after deducting and transferring the cost of consumables to the consulting Institute / constituent unit)	60%	30 % to consultant  10% to operators etc.
Category B	Advisory consultancy in which the Institute / constituent unit infrastructure is not to be used	25%	75%

7.2 Service tax and other taxes, as applicable, shall be provided for in the project cost.

- 7.3 The budget should reflect the fees for the PI, Co-PI and the other investigators, overheads to the constituent unit, and service tax on the amount, if applicable. Service tax is not applicable on projects, if the funds are received in foreign currency. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary.
- 7.4 All expenses for a consulting project, including the Overhead Charges and the Service Tax, must be met by the sponsoring agency.
- 7.5 The minimum charges applicable in respect of consultancy jobs will be Rs 10,000/- excluding any applicable tax.
- 7.6 It is desirable that Preliminary Diagnostic Discussions/Site Visits, leading to the generation of consultancy proposals may be charged at a minimum rate of Rs 5,000/- (for US\$200 or equivalent in the case of international assignments) per day or part thereof, in addition to travel and incidental expenses as applicable.
- 7.7 Although a faculty member is free to charge whatever daily fee they deem appropriate, university recommends that the minimum daily fee for Scientific / Technical / Professional Advice be no less than one percent (1%) of the faculty member's salary.
- 7.8 The Consultant In-Charge can sanction payments to existing technical and supporting staff for work on a consulting project at a daily rate not to exceed one percent (1%) of said staff's salary, and subject to a monthly maximum of one half of the monthly gross salary of said staff.
- 7.9 The above consultant charges cannot be used by the institutional head without the prior approval of the vice chancellor.

## **8 Disbursement**

- 8.1 Consultant Fees as well as charges payable to other staff may be disbursed as: In the case of short duration jobs entailing full advance payment, full disbursement to be made upon completion of the job and receipt of (i) a completion certificate from the PI / consultant and (ii) the project completion report
- 8.2 The money will be credited to the constituent unit, and paid to the consultant, technical staff, and operators at the conclusion of each consultancy case. This amount may be utilized by the institute for both consumable material, equipment and technical literature.

## **9 Review and other Related Matter of Consultancy Projects**

It is essential to provide an effective framework to ensure smooth implementation of consultancy projects in the context of Educational, R&D and related activities.

- 9.1 Directorate - Research should be in possession of basic information in respect of consultancy activities for record
- 9.2 Proposals for large sized consultancy assignments may be reviewed by a small standing committee constituted by the Vice Chancellor.
- 9.3 After completion of the project, final report should be submitted to the funding agency with a copy to the office of Vice Chancellor.
- 9.4 The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Institute.

9.5 University or university staff shall not be responsible for any mishap or damage caused to man power or property while further applying the results of the consultancy project. This clause to be included in each consultancy contract.

## **10 Other**

10.1 Earnings for Technology Transfer, Revenue Sharing and Royalty will be governed by the Intellectual Property Policy of BVDU, Pune.

10.2 If any faculty member contributes to an innovation or new concept to the existing technology, the same may be recorded in the service book of the person as an achievement.

10.3 Notwithstanding the above, and keeping in mind the best interests of the university, consultancy may be taken up in exceptional cases, not covered by the above rules, with prior approval of the Vice Chancellor, BVDU.

10.4 Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

10.5 External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external

candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

- 10.6 Exceptions: Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, Ph.D. viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.

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