

# **Consultancy Policy of Osmania University**

## ***Preface***

In the ever-evolving landscape of academia and knowledge dissemination, Osmania University stands committed to the principles of exploration, collaboration, and ethical conduct. The Osmania University Consultancy Policy is a testament to this commitment, encapsulating our dedication to fostering expertise, enhancing societal impact, and maintaining the integrity of our academic pursuits.

As a venerable institution of learning, we acknowledge the transformative potential of consultancy activities undertaken by our esteemed faculty members, researchers, and staff. These activities transcend the boundaries of conventional academia, offering opportunities for innovation, collaboration, and engagement with external organizations. This policy serves as a guiding document, navigating the intricate terrain of consultancy, and ensuring that our engagements are consistent with the University's core values and overarching mission.

The Osmania University Consultancy Policy outlines a structured approach to consultancy endeavors, addressing vital aspects such as approval processes, conflict resolution, intellectual property protection, ethical standards, and the equitable distribution of revenue. It places a premium on transparency, accountability, and ethical considerations, safeguarding the reputation and academic integrity of our institution.

We recognize that consultancy activities, while enriching, must strike a balance with the primary responsibilities of our University members. Through this policy, we strive to create a harmonious environment where consultancy serves as a bridge between academia and industry, fostering mutually beneficial outcomes. Moreover, it underscores our commitment to periodically review and refine our policies, ensuring their continued relevance and alignment with the University's goals and objectives.

In embracing the Osmania University Consultancy Policy, we embark on a journey of knowledge dissemination, ethical conduct, and collaboration that aligns with our enduring mission of serving society and advancing academic

excellence. This policy embodies our dedication to nurturing a culture of consultancy, where expertise flourishes, and the boundaries of knowledge extend beyond the confines of academia

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<p><b>Purpose of this Policy:</b>  The Osmania University Consultancy Policy serves as a structured framework to facilitate and support consultancy activities within the university community. It aims to promote ethical, responsible, and transparent consultancy endeavours while ensuring they align with the institution's values, mission, and academic integrity. This policy seeks to harness the expertise of faculty members, researchers, and staff to benefit society, foster collaboration, and maintain a harmonious balance between consultancy activities and primary responsibilities within the university.</p>		

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# Consultancy Policy of Osmania University

## 1. Preamble

In the dynamic realm of academia and the pursuit of knowledge, Osmania University stands as a beacon of intellectual growth and ethical conduct. Rooted in a legacy of excellence, this preamble sets the stage for the Osmania University Consultancy Policy, which embodies our commitment to academic integrity, innovation, and societal impact.

The Consultancy Policy of Osmania University signifies a pivotal chapter in our journey, one that recognizes the transformative power of consultancy activities. It acknowledges the expertise, skills, and knowledge harbored within the University community and its potential to transcend the traditional boundaries of academia. At its core, this policy is a testament to our dedication to advancing knowledge, nurturing collaboration, and upholding ethical standards.

Our commitment extends to providing a structured framework for consultancy endeavors, one that reflects our values, mission, and vision. It underscores the importance of transparent approval processes, conflict resolution mechanisms, the protection of intellectual property, and equitable revenue distribution. We believe that these pillars not only safeguard our institutional integrity but also promote responsible and impactful consultancy engagements.

We understand that consultancy activities must coexist harmoniously with the core responsibilities of our University members. Through this policy, we endeavor to create an environment where consultancy acts as a bridge, connecting academia and industry, and leading to mutually enriching outcomes. Our dedication to periodic policy review underscores our commitment to adapt and evolve in the ever-changing landscape of knowledge.

As we embark on this transformative journey through the Osmania University Consultancy Policy, we embrace a culture where expertise flourishes, boundaries fade, and the pursuit of knowledge knows no bounds.

This preamble sets the stage for our continued dedication to knowledge dissemination, ethical conduct, and collaborative excellence.

## **2. Introduction**

The university recognizes the importance of consultancy activities in advancing knowledge, skills, and expertise and seeks to support its members in engaging in such activities while ensuring that they are consistent with the university's values and mission. The consultancy policy of Osmania University is a set of guidelines that aim to promote and support consultancy activities by its faculty members, researchers, and staff. The policy recognizes that the expertise and knowledge possessed by the university members can benefit society beyond the academic realm. Consultancy activities may include providing technical advice, conducting research, delivering training, offering capacity building /skill enhancement programmes or undertaking project-based work.

The policy provides a framework for seeking approval, managing conflicts of interest, protecting intellectual property, maintaining ethical standards, and monitoring consultancy activities. The policy also emphasizes the need for appropriate insurance coverage and liability protection, accurate record-keeping, and dispute resolution mechanisms. It recognizes the importance of maintaining a balance between consultancy activities and the primary responsibilities of the university members. The policy also provides for periodic review and updates to ensure its relevance and alignment with the university's goals and objectives. By encouraging and supporting consultancy activities, the university seeks to promote collaboration and knowledge-sharing between academia and external organizations, leading to mutually beneficial outcomes.

The consultancy policy of Osmania University aims to promote and support consultancy activities while ensuring that they are consistent with the university's values, mission, reputation and ethical standards.

### **3. Definitions**

For the purpose of this policy, unless the context specifically denotes otherwise, the following definitions are assigned.

#### **3.1 Autonomous College**

Autonomous college is a University college under Osmania University and recognized by the University Grants Commission (UGC) as per UGC norms.

#### **3.2 Category-I Consultancy**

Consultancy extended under this category would involve advice/guidance/supervision extended by the consultant without carrying out the experimental work or utilizing the university facilities for consultancy work. This would constitute intellectual property of the consultant.

#### **3.3 Category-II Consultancy**

Consultancy extended under this category would involve utilization of the university facilities including laboratories/instrumentation/library/networking etc.

#### **3.4 Category-III Consultancy**

Consultancy extended under this category would involve turnkey projects i.e. those which are designed, developed and equipped with all facilities by the consultant under a contract. The consultant and consuler (Sponsoring agency/Institute) would submit details of turnkey projects to the RDCC. After scrutiny of the proposal, modalities of implementing turnkey project would be evolved by the RDCC on a case to case basis.

#### **3.5 Consultancy**

Consultancy is work of a professional nature, undertaken by members of university in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy

will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts while making minimal use of university resources. It would be an additional management responsibility for university, and would involve extra work for existing university staff. Therefore, the university will charge a part of the consultancy fee from the member of university who is engaged in consultancy. Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.

### **Exclusions**

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large. Such activities, among others, would be:

- a) External examiner-ship
- b) Board Membership
- c) Paper Setting and Evaluation
- d) Lectures and Conference/ Seminars Participations
- e) Editorship of academic journals or the publication of academic articles
- f) Royalties from authorship/patents and publication of books
- g) Professional arts performances
- h) Charitable services
- i) Occasional / Expert Talks
- j) Professional Activities & Assignments
- k) Participation in Selection Committees
- l) Limited Teaching /Training involvement at other Institutions/ Organizations as Visiting Faculty
- m) Any other activity as decided by the University

### **3.6 Consultant**

A consultant is a Department of the University or a faculty member/Researcher/Staff of the University including those associated with any department of the University either as Professor emeritus, adjunct professor or Professor of Practice.

### **3.7 Research Development Consultancy Centre (RDCC)**

The Centre established by Osmania University as a single window agency to facilitate consultancy services offered by the faculty members of the University Colleges (autonomous and non-autonomous).

## **4. Scope**

The policy applies to all the Departments, Faculty members, researchers and staff of the Osmania University.

## **5. Approval Process**

- a) Consultancy projects are normally initiated by request proposal /enquiries from the industry/outside agency directly to the university/college/institute or by discussion between the industry and the consultant(s).
- b) All consultancy proposals from autonomous and non-autonomous University colleges have to be submitted to the Director, Research Development Consultancy Centre (RDCC), Osmania University for consideration by the competent committee of the RDCC.
- c) The proposal should include details of (i) the organization or individual seeking the consultancy service (ii) the nature of consultancy work (iii) the university/institutional resources that would be utilized (if any) required for the consultancy service (iv) the quantum of work involved in man days (v) financial details etc.

## **6. Conflict of Interest**

Faculty members, researchers, and staff must disclose any potential conflict of interest that may arise from consultancy activities. The Director, RDCC will evaluate the disclosed conflict and determine whether it can be managed or eliminated.



## 7. Intellectual Property

The university members must ensure that the consultancy activities do not infringe on any intellectual property rights. The university retains the right to any intellectual property created during the consultancy activities if the work is carried out using the university's resources.

The clients receiving consultancy services would not be entitled to use the University Name, Logo etc. in any form without prior permission of the University. All the claims, rights and obligations of the stakeholders shall be in accordance with the Osmania University IP Policy as adopted.

## 8. Costs and Revenue distribution

The university members engaging in consultancy activities may receive costs from external organizations. The costs should be commensurate with the services provided and must be approved by the Director, RDCC, OU.

If the university incurs a cost for allowing the consultancy, it will be deducted by the university from gross income from consultancy before splitting the net income between the consultancy provider and the university.

The revenue generated from the consultancy shall be shared as under

<b>Consultancy category</b>	<b>Consultant share</b>	<b>University share</b>	<b>RDCC/Autonomous College share</b>	<b>Principal share</b>	<b>Department share</b>	<b>Remarks</b>
<b>Category-I</b>	<b>80%</b>	<b>10%</b>	<b>10%</b>		<b>----</b>	
<b>Category-II</b>	<b>50%</b>	<b>20%</b>	<b>15%</b>		<b>15%</b>	
<b>Category-III</b>	<b>As per contract between consultant and client/sponsor.</b>					<b>Turnkey projects</b>

## **9. Reporting and Monitoring**

The university members engaging in consultancy activities must report the details of the activities to the head of the department or center. The university will monitor the consultancy activities to ensure that they are consistent with the university's values and do not conflict with its mission.

- a) Departments or Faculty members engaging in consultancy services must submit regular progress reports to their department heads and the RDCC as required.
- b) All financial transactions related to consultancy projects should be transparent and in compliance with university financial regulations.

## **10. Ethical Standards & Considerations**

The university members must adhere to ethical standards while engaging in consultancy activities. They must maintain confidentiality and avoid any activities that may harm the reputation of the university.

- a) Faculty members must adhere to ethical standards, avoiding conflict of interest and ensuring that consultancies do not compromise the integrity of their teaching, research, or the university's reputation.
- b) Disclosure of any potential conflict of interest, financial or otherwise, related to the consultancy project is mandatory.
- c) Consultancy projects should uphold the principles of academic integrity, respect for intellectual property rights, and responsible conduct.

## **11. Insurance and Liability**

The university members must ensure that they have appropriate insurance coverage and liability protection for any consultancy activities. They should consult with their external organizations to determine the level of coverage needed.

## **12. Duration of Consultancy Activities**

The duration of consultancy activities should not interfere with the university members' primary responsibilities. The head of the department or center must ensure that the consultancy activities do not adversely affect the members' academic or research work.

## **13. Dispute Resolution**

In case of any disputes arising from the consultancy activities, the university members should first attempt to resolve the issue through mutual agreement. If an agreement cannot be reached, the matter should be escalated to the Vice-Chancellor.

## **14. Record Keeping**

The university/consultants must maintain accurate records of their consultancy activities, including the scope of work, compensation received, and duration of the project. The records should be made available to the University for monitoring and reporting purposes.

## **15. Termination of Consultancy Activities**

The University may terminate any consultancy activity at any time during the consultancy period by giving a prior notice of one month (30 days). The university reserves the right to terminate the consultancy activities if they are found to be inconsistent with its values, mission, or policies.

## **16. Review and Update of Policy**

The university will periodically review and update the consultancy policy to ensure that it remains relevant and aligned with the university's goals and objectives. The policy may be amended from time to time with the approval of the competent bodies of the University.

## **17. Process for Engaging in Consultancy**

- a) Faculty members identify potential consultancy opportunities that align with their expertise and the university's goals.

- b) A formal project proposal is prepared by the faculty member, containing the following
  - i. Clearly defined aims and objectives of the consultancy project.
  - ii. Relevance of the project to the university's academic and research goals.
  - iii. Expected outcomes and impacts of the consultancy.

### **Budget Details**

- i. Detailed budget estimates for the entire consultancy project.
  - ii. Allocation of funds for personnel, materials, equipment, travel, and any other relevant expenses.
  - iii. Justification for each budget item and its alignment with the project's goals.
- c) The proposal is submitted the Director, RDCC for approval.
- d) Upon the approval, the faculty member can proceed with the consultancy work, adhering to the project plan and budget and as per the MoU or MoA as the case may be.

## **18. Individual/Personal/Retainer Consultancy**

- a) Departments or Faculty members identify external consultancy opportunities within their expertise area.
- b) The Departments or the faculty member assesses the ethical and time commitments of the consultancy and ensures it does not conflict with university obligations.
- c) Faculty members are required to inform their department heads about individual consultancy engagements for transparency and potential conflict-of-interest assessments.

## **19. Benefits to the University**

- a) Engaging in consultancy enhances the university's reputation, promotes collaboration with external partners, and generates additional resources.
- b) The university may retain a percentage of the consultancy fees to support research and academic initiatives.

The policy also covers the allocation of fees, overhead expenses, and the distribution of fees for scientific and technical advice provided by university consultants.

## **20. Payment and Accountability**

- a) All the agreed payments shall be made as per the terms of the project agreement.
- b) The university shall maintain transparency and accountability in receipts of charges, distribution, and utilization.
- c) The university's financial regulations and reporting mechanisms shall be followed for recording and handling the revenue.

## **21. The way forward**

The consultancy policy of Osmania University is a comprehensive framework that supports and promotes consultancy activities by its members. The policy provides a clear process for seeking approval, managing conflict of interest, protecting intellectual property, maintaining ethical standards, and monitoring consultancy activities. The university recognizes the importance of consultancy activities in advancing knowledge, skills, and expertise beyond academia and seeks to support its members in engaging in such activities. By promoting collaboration and knowledge-sharing between academia and external organizations, the university hopes to achieve mutually beneficial outcomes for all stakeholders.

The policy also emphasizes the importance of maintaining a balance between consultancy activities and the primary responsibilities of the university members. The university is committed to periodically reviewing and

updating the policy to ensure its relevance and alignment with the university's goals and objectives. Overall, the consultancy policy of Osmania University is a crucial component in fostering a culture of consultancy and promoting knowledge transfer between academia and industry.

The policy envisages a robust ecosystem of consultancy in Osmania University to ensure the utilization of expertise of the faculty and researchers for augmenting the revenue generation of the university and consultants. Further the policy aims to make Osmania University a preferred destination of the industry and entrepreneurs for technology transfer and knowledge management.