



# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE \* INNOVATION \* ENTREPRENEURSHIP

www.swamivivekanandauniversity.ac.in

## Consultancy Services Regulations, 2022-23 onward

### **I. General Norms:**

All consultancy services within University will work under the guidelines of Industry-Institute Partnership Cell (IIPC) of Swami Vivekananda University.

All consultancy services provided by the respective Departments of Swami Vivekananda University (SVU) will be subject to the following terms and conditions.

- i) The department will ensure the highest level of professionalism, quality and adherence to ethical standards in delivering consultancy services.
- ii) The scope of the consultancy work will be clearly defined in specific agreement/MOU between the client and the respective department/centre of SVU.
- iii) Testing and consultancy work fees will be charged as per the rate chart (if applicable) provided by the respective department/centre, may be amended time to time as specified by the department/centre. Or, otherwise consulting fees should be detailed in the agreement/MOU between the client and the respective department/centre of SVU.

[Note: The fees mentioned in the rate chart are general guidelines and may vary depending on the specific requirements of each project. The exact fees and terms will be finalized through discussions between the client and the respective department/centre and finally approved by the Finance Committee, Swami Vivekananda University.]

- iv) The entire fees in connection with consultancy/testing work is to be deposited by the client in full/partial before the work commences, as per payment terms in the agreement viz. (ii) of general norms.

- v) Principal Investigator (PI), Co-PI, or any other human resources required for a particular Project will be appointed with approval from the Director IIPC. All the details must be included in the agreement/MOU between the client and the respective department/centre of SVU.



# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE • INNOVATION • ENTREPRENEURSHIP

[www.swamivivekanandauniversity.ac.in](http://www.swamivivekanandauniversity.ac.in)

Consultancy Services may be offered to State/Central Govt. Departments/ agencies, quasi Govt organizations, NGOs, industries, Micro, small and medium enterprises (registered with MSME, Govt of India), service sector, and other corporate agencies in niche areas of expertise available in the University. The industries / companies are those which are registered in India under the Companies Act of 1956 / 2013 or companies registered outside India but doing business in India as defined by the above Act. The terms and conditions for the foreign clients not doing business in India should be detailed in specific agreement/MOU between the client and the respective department/centre of SVU viz. (ii) of general norms.

#### IV. Who can submit Consultancy Services Project?

All teaching faculty can submit their consultancy project proposal and get the approval before implantation of the project. No research scholar or a retired teacher or a Guest or Visiting Faculty can directly submit the proposal, though they can be part of the consultancy proposal as a member of the team.

#### V. Standing Committee:

- Chancellor
- Vice Chancellor
- Registrar
- Chief Operating Officer
- Chief Executive Director (Academic)
- Industry-Institute Partnership Cell (IIPC)
- Dean/Director of the School
- HODs of the concerned Departments/Centre
- Accounts Manager
- Finance Committee

#### VI. Terms

- To engage in consultancy services, it is mandatory to sign an agreement delineating all terms and conditions pertinent to the specific consultancy type outlined in paragraph III (**Consultancy Services**) prior to commencing any work. Furthermore, the procurement of a work permit is mandatory if external manpower is to be involved in the consultancy.
- Terms of Payment by the Client, Fees to be charged on individual budget heads to be prepared in consultation with Finance Committee.
- Before or at the time of signing the agreement (either the standard terms of conditions as given in Annexure- I or specific MoU) an advance amount of not less than 25% of the total project cost should be obtained from the Client as DD/Cheque or Electronic transfer to the University A/c. The balance payable amount should be detailed in

Campus : Telinipara, Barasat - Barrackpore Rd, Bara Kanthalia, West Bengal - 700121.

Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103

Regd. Office : 11/3, Biresh Guha Street , 7<sup>th</sup> floor , Kolkata : 700017

E- mail : [info@swamivivekanandauniversity.ac.in](mailto:info@swamivivekanandauniversity.ac.in) , Contact : 033 2428 3035





## II. Definition and scope of Consultancy Services

The expertise and technical know-how of the faculties of Swami Vivekananda University can be utilized to provide knowledge and intellectual inputs, which are of interest to the industry and other organizations, through consultancy projects. It is envisaged that such projects, in addition to providing financial incentives to the individuals also enrich his / her professional knowledge. Moreover, consultancy projects augment the University resources, promote Academia-Industry alliance, provide incentives for their contributions to all categories of staff and contribute to the socio-economic development.

## III. Consultancy Services

Consultancy services are broadly placed under two categories:

### Type I Consultancy (Advisory or Retainer Consultancy)

This shall comprise scientific, technical, or other professional advice, provided to a Client purely on the basis of available expert knowledge and experience of individual(s) and as such, do not involve any kind of survey, detailed study or report preparation/submission, the use of any institutional facilities such as major facilities or equipment's but based exclusively on the expert knowledge of the faculty. Technical assistance shall involve onetime assistance mainly advisory in nature to help the client in interpreting the analytical data, problem resolving, quality control etc. Therefore, this type of project will be expertise intensive.

### Type II Consultancy (General Consultancy)

Projects involving usage of facilities of the University will be classified as Type-II consultancy projects. These projects are infrastructure intensive and will be based on extensive usage of the University infrastructure in terms of major facilities, equipment's, chemicals and consumables. Furthermore, it also involves survey, analysis of data and its interpretation for drawing meaningful conclusions. The projects generally will be of longer duration that entails engagement of manpower.

Projects involving all routine testing and certification using laboratory facilities of the University are defined as technical consulting services. This involves receipt of samples from the client followed by qualitative or quantitative estimation in terms of output data generated and transmission of data as report.



Specific agreement/MOU between the client and the respective department/centre of SVU viz. (ii) of general norms.

## • Norms of Remuneration sharing for Consultancy Services

The university allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not affect the regular duties. Consultancies shall be undertaken only with the approval of the designated **HOD/Faculty in charge of specific centres /Competent Authority of University**. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy. The sharing of fee for Consultancy and related services offered are as per the following categories.

**Category I:** Complete use of infrastructure for Projects Completion – This type of projects use major infrastructure available in the university.

**Category II:** Partial use of infrastructure for Project Completion – this type of projects uses few university resources and accordingly the incentive is paid to university by the consultant.

**Category III:** No resources of university are used- this type of projects does not require university resources. The consultant needs to pay the minimal amount as incentive for permitting the consultant to avail the benefit of flexibility in rendering the services to university.

Consulting remuneration will be paid as income from consulting and it is not a part of salary.

Category	Activity	Remuneration sharing (As per total income from consulting)
I	Complete Use of University's resources	40% to Consulting Faculty 60% to University
II	Partial use of University's infrastructure	70% to Consulting Faculty 30% to University
III	Without use of University's infrastructure	90% to Consulting Faculty 10% to University

**Note:** Any overhead expenses, payment to external resource person will be paid separately and will be deducted from the total income of the university. Total income specifies remaining fund available after completion of project/Consulting/services.

Campus : Telinipara, Barasat - Barrackpore Rd, Bara Kanthalia, West Bengal - 700121.

Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103

Regd. Office : 11/3, Biresw Guha Street, 7<sup>th</sup> floor, Kolkata : 700017

E- mail : info@swamivivekanandauniversity.ac.in , Contact : 033 2428 3035



# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE \* INNOVATION \* ENTREPRENEURSHIP

[www.swamivivekanandauniversity.ac.in](http://www.swamivivekanandauniversity.ac.in)

The above has been approved by competent authority.

Registrar

Swami Vivekananda University

Registrar

Swami Vivekananda University, Barrackpore, West Bengal

Campus : Telinipara, Barasat - Barrackpore Rd. Bara Kanthalia, West Bengal - 700121.  
Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103  
Regd. Office : 11/3, Biresh Guha Street, 7<sup>th</sup> floor, Kolkata : 700017  
E- mail : [info@swamivivekanandauniversity.ac.in](mailto:info@swamivivekanandauniversity.ac.in) , Contact : 033 2428 3035





# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE • INNOVATION • ENTREPRENEURSHIP

www.swamivivekanandauniversity.ac.in

## Annexure I (Work Permit)

Permit Number: \_\_\_\_\_

Duration of Permit: \_\_\_\_\_ to \_\_\_\_\_

Full Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Aadhar No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact Person and Contact No.: \_\_\_\_\_

Employer Details & Contact No.: \_\_\_\_\_

Machine Utilisation Permit: \_\_\_\_\_

Paste a recent  
passport size  
photo

### Terms and Conditions:

1. This work permit is valid only for the duration specified above.
2. The employee is required to abide by all university laws and regulations.
3. Any change in job responsibilities or extension of the work period must be communicated to the relevant authorities for approval.
4. This permit is non-transferable, and any attempt to transfer it to another individual will result in its immediate revocation.
5. Any accidents or mishaps are not within the scope of Swami Vivekananda University and will be the responsibility of the client to address.
6. The employee is responsible for producing a valid Aadhar/Pan/Voter/DL and any other required documentation during issuance of this permit.
7. The client is required to abide by all the guidelines of Consultancy service agreement.

Authorised Signatory:

Client Name:

Name and Designation of signatory:

(Seal & Signature)

## Annexure II

Campus : Telinipara, Barasat - Barrackpore Rd, Bara Kanthalia, West Bengal - 700121.

Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103

Regd. Office : 11/3, Biresh Guha Street , 7' floor , Kolkata : 700017

E- mail : info@swamivivekanandauniversity.ac.in , Contact : 033 2428 3035

*This format for work Permit is approved.*

Registrar

Swami Vivekananda University



# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE \* INNOVATION \* ENTREPRENEURSHIP

www.swamivivekanandauniversity.ac.in

## Annexure II

### PI/CO-PI/ External Consultant/Advance payment/Reimbursement form

**Name of consultancy Project:**

**Date Sectioned:**

**Other details, (if any)**

**Amount to be withdrawal/Reimbursement:**

**Purpose:**

**Account Details:**

**Signature of PI:**

**Signature of Co PI:**

*For Swami Vivekananda University*

*The above format  
app send,  
Registrar*

*Swami Vivekananda University*

Campus : Telinipara, Barasat - Barrackpore Rd, Bara Kanthalia, West Bengal - 700121.  
Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103  
Regd. Office : 11/3, Biresh Guha Street , 7<sup>th</sup> floor . Kolkata : 700017  
E- mail : info@swamivivekanandauniversity.ac.in , Contact : 033 2428 3035



# SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE • INNOVATION • ENTREPRENEURSHIP

[www.swamivivekanandauniversity.ac.in](http://www.swamivivekanandauniversity.ac.in)

## Annexure III

### Payment Acknowledgement

Name of consultancy Project:

Date Sectioned:

Other details, (if any)

Amount received:

*For Swami Vivekananda University*

*The format is approved,*

Registrar

*[Signature]*  
Swami Vivekananda University

Campus : Telinipara, Barasat - Barrackpore Rd, Bara Kanthalia, West Bengal - 700121.  
Corporate Office : Sonarpur Station Rd, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103  
Regd. Office : 11/3, Biresh Guha Street, 7<sup>th</sup> floor, Kolkata : 700017  
E- mail : [info@swamivivekanandauniversity.ac.in](mailto:info@swamivivekanandauniversity.ac.in), Contact : 033 2428 3035