



# Punyashlok Ahilyadevi Holkar Solapur University, Solapur

## Consultancy Policy





पुण्यश्लोक अहिल्यादेवी होळकर  
सोलापूर विद्यापीठ

॥ विद्यया संपन्नता ॥

# Consultancy Policy

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## **Consultancy Policy**

### **RULES REGARDING CONSULTANCY SERVICES OFFERED BY DEPARTMENTS / SCHOOLS OF THE UNIVERSITY AND PAYMENT OF HONORARIUM FOR CONSULTANCY SERVICES**

- 1) All applications seeking permission for using consultancy services in the University shall be addressed to the concern expert/ team of experts in the respective department / School of the PAH Solapur University
- 2) All consultancy work will be undertaken without disturbing the academic & administrative schedule. However, outstation consultancy may be carried out by granting duty leave as per university norms.
- 3) The concerned expert/ team of experts in the department will prepare a plan and finalize the consultancy charges. The consultancy work should begin only on production of the receipt of minimum 50 % amount paid in advance. For Government, Semi Government or otherwise specified cases this rule may be relaxed and the expert should communicate to the Registrar of the Solapur University.
- 4) After the completion of the work, the expert should submit the final report to the concern party and copy of the same be kept with the expert and the department office. All the remittances be made in Cash/ DD in the name of Finance & Accounts Officer, Solapur University, Solapur or concern expert in the Department who in turn should deposit it as consultancy charges in the Finance Department of the University in the "Consultancy Services" Budget Head.
- 5) The consultancy services be divided into three types
  - a) Services where institutional consumable and non-consumable facilities are required to be used.
  - b) Services where institutional non-consumable facilities only are to be used.
  - c) Advisory consultancy in which the University facilities are not to be used.

6) The Share distribution of the Consultancy amount generated will be as shown below:

Sr.No	Type of Consultancy	Ratio or Shares of consultancy charges to be distributed to			Remarks
		Expert / Experts	University@	Department*	
1.	A] Services to be where used institutional in good amounts consumable and non consumable facilities are				
	A1] With Single Expert	50%	20%	30%	-
	A2] With Multiple Experts	50%	20%	30%	Multiple experts will get / share Proportionate or as per pre decided by the concerned team of experts
2.	B] Services where institutional non-consumable facilities are only to be team used.				
	B1] With single Expert	55%	15%	30%	-
	B2] With Multiple Experts	55%	15%	30%	Multiple Experts will get / share Proportionate or as per pre decided by the concerned team of experts
3.	C] Advisory consultancy in which the University facilities are not be used				
	C1] With single Experts	80 %	10 %	10 %	-
	C2] With Multiple Experts	80 %	10 %	10 %	Multiple experts will get / share Proportionate or as per pre decided by the concerned team of experts

**NOTE** \* Department the likes or Share to enhance: The departmental the facilities of share the department shall be used for for consultancy purchase of services equipments./ organizing team of Seminars experts, @ University Share: The university share shall be used for development the infrastructure.

- 7) The money will be credited to the departments and paid to the expert and other workers at the completion of each consultancy but not later than one month after the receipt of Consultancy charges. The Departmental allocation collected in a year if left unused in the Same year should be carried forward to the next year.
- 8) University or University Staff (Consultant) shall not be responsible to any mishap or damage caused to men, , material and life stock while applying the results of the consultancy project by the client.
- 9) The Consultancy norms shall come in force with immediate effect in modification of the previous norms and shall prevail till further changes are made as per the advice of the departmental advisory committee from time to time and on approval of Hon'ble Vice chancellor. It will also be applicable to all Consultancies performances for which payment is to be released.
- 10) If the expert fails to undertake the project the entire amount received as advance be refunded to the concern party. In case the expert leaves the services of the University or on his/ her demise, and in case the same work cannot be undertaken by any other person in the department, the money received as an advance be refund to the party after making administrative deductions.
- 11) If any faculty member contributes an innovation or new concept to the existing technology, it is to be recorded in the service book of the faculty member as an achievement and the rights of the innovation shall be with the expert/ experts concerned.
- 12) The publication rights and patent rights will be vested with the expert/ experts working in the team.
- 13) If any new equipment design is developed by an expert, for production by CFC or any outside party 25 % of the cost of the equipment be paid to the university account and remaining 75 % be credited to the expert account as his consultancy charge on as many units as may be fabricated subsequently.



Internal Quality Assurance Cell (IQAC)

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