



Policy Title: Training and Consultancy Policy

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Training and Consultancy Policy

1.About

It is said, as part of a *subhāṣita* that knowledge only increases when distributed (*dattābhavativistrā*). With this vision, Chinmaya Vishwavidyapeeth encourages its faculty and staff to disseminate the knowledge and skills that they have acquired over years of research and experience to the larger community through training and consultancy activities. Such activities not only generate revenue for the university but also enhance its reach to communities and provide opportunities to faculty and staff to engage themselves and the students in project work. Further, corporate training programmes strengthen the industry-academia interface. This document sets out the rules, guidelines, and procedures for such activities.

2.Terms

- (a) **‘University’**: Refers to Chinmaya Vishwavidyapeeth (CVV).
- (b) **‘Beneficiary’**: Any Corporate and/or organization who wish to seek the services offered by the University.
- (c) **‘Consultancy and Training’**: Any activity that intends to provide the client with recommendations, possible solutions, suggestions on a problem/challenge/issue/situation. Broadly the training and consultancy activities can be grouped into three *viz.*, Type I, Type II and Type III. The activities which have been taken up by the employee at their own discretion and are carried outside the office hours, during holidays and leave days falls in Type I category. On the other hand, when an employee uses their allotted “*Official Duty*” days to perform the activities, it will be classified under Type II. Finally, when the employee participates/engages in a University sponsored/run activity, it will be grouped under Type III.
- (d) **‘Consultant’**: The employee of the university – faculty or staff – whose consultancy services are sought by the client.
- (e) **‘Trainer’**: The employee of the university – faculty or staff – whose teaching/training services are sought by the client.
- (f) **‘Partner’**: A collaborating institution involved in the delivery of the programme with whom CVV has entered into a Memorandum of Understanding (MoU). May also be referred to as ‘Partner Institution’ or ‘Partner Agency’ or ‘Partner Company’
- (g) **‘Principal Project Coordinator (PC)’**: Refers to the employee (either a faculty or staff) appointed as the person to lead the project till its conclusion.
- (h) **‘Lead Principal Project Coordinator (LPC)’**: Refers to the employee (either a faculty or staff) appointed to lead the project with more than one PC.

All other terms carry their usual meaning or as defined by the University.

3.Benefits of Consultancy and Training

This section lists out the benefits to motivate the faculty and staff to take up such activities

- 3.1. Faculty and Staff:
 - 3.1.1.1. Exposure to teach in a new and different environment
 - 3.1.1.2. Networking opportunities to meet and work with the client
 - 3.1.1.3. Enriching and/or revitalizing the course content with the latest trends
 - 3.1.1.4. Avenue for professional growth and better career prospects
 - 3.1.1.5. Opportunities to get involved in applied projects of current interest to the industry and make an immediate impact, preferably involving applications of Indian Knowledge Traditions (IKT)
- 3.2. University:
 - 3.2.1.1. Brand building
 - 3.2.1.2. Attract clients to assist in funded research projects
 - 3.2.1.3. Strengthen the internship and placement for the students
 - 3.2.1.4. Opportunities to realize the vision of applying IKT to applied projects of potential impact to industry and business world.
- 3.3. Client:
 - 3.3.1.1. Tailored Programmes
 - 3.3.1.2. Cost-effective
 - 3.3.1.3. Effective method to collaborate
 - 3.3.1.4. Inputs from experts

4. Rules

- 4.1. The nature of consultancy or training undertaken must be beneficial to the University and should be in line with its Vision and Mission.
- 4.2. Consultancy and Training opportunities are open to all employees of the university. However, Type III activities (listed in Section 6) are open only to full-time employees of the university
- 4.3. For faculty, such activities must not be carried out at the expense of their teaching and research commitments. Under special circumstances, the Dean in consultation with the Chair of Outreach and Collaboration Committee (OCC) may exempt the faculty from some of their responsibilities.
- 4.4. For staff, such activities must not be carried out at the expense of the administrative responsibilities. Under special circumstances, the Registrar in consultation with the Chair of OCC may exempt the staff from some of their responsibilities.
- 4.5. Chairperson of OCC will be the single point of contact (SPoC)¹ for the prospective clients. Their requirements shall be communicated to the faculty (in the respective domain) to discuss the contents and the programme pack. However, once the contract has been initiated, PC/LPC shall be the SPoC. Unresolved matters, if any, shall be escalated to the Chair of OCC.
- 4.6. The interested employee must prepare the programme pack and submit it to the Chair of OCC (for Type II and III). Apart from the deliverables, it must also contain the cost of the offering/budget (Refer Annexure I).

¹ They must be a full-time employee of CVV.

4.7. The approval procedure is mentioned below:

4.7.1 The proposals submitted by the employee to the RPC must be reviewed by the ad-hoc committee appointed by the Chair of OCC, keeping in mind the client's requirement and/or feasibility/viability of the programme.

4.7.2 The committee must include a senior faculty (Associate Professor and above), one member from the Research and Publication Committee (RPC) and one member from the Internship & Placement committee.

4.7.3 The recommendations/suggestions must be forwarded to the Chair within ten days from the date of receipt of the proposal.

4.7.3.1 The Chair of OCC can forward the comments to the PC/LPC and can call for a modified or a revised proposal after incorporating the suggestions and/or the recommendations suggested by the committee.

4.7.3.2 The revised proposal must be submitted within fifteen days from the date of the receipt of the recommendation letter.

4.7.4 If the proposal has been accepted by the committee, the Chair of OCC must forward it to the Dean within a week from the date of receipt of acceptance letter.

4.7.4.1 On receipt, Dean will evaluate and can recommend to Vice Chancellor of the University for approval.

4.7.5 Once approved, Letter of Approval (LoA) must be issued to the PC/LPC a copy to be retained with the Chair of OCC.

4.7.5.1 A copy of LoA must be retained in the Dean's office and in the registry.

4.8. Ownership of any intellectual property (including confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) developed during the programme shall be vested with the University. It shall be shared with the client only on request.

5. Guidelines

5.1. The University shall not, in general, refuse permission or approval to faculty or staff who come forward with consultancy or training programme proposals.

5.2. The University (through the OCC) shall actively look out for such opportunities and bring it to the notice of its employees.

5.3. Wherever possible, trainers and consultants shall ensure the involvement of students who are pursuing their course in the University. This certainly shall expose them to the real-world experience and provide a platform to develop their soft skills.

5.4. The University shall be perpetually free to use the results arising out of the collaborating activities for its

own internal teaching, research, educational, clinical and publication purposes without the payment of royalties or other fees to the other party.

5.5. In case of any disputes relating to any aspect of academic cooperation, representatives of both parties will jointly resolve the dispute in a spirit of independence, mutual respect, and shared responsibility.

5.6. In case of faculty taking on this as over and above their normal teaching workload, the University may offer an incentive package to the faculty.

6. Specific Rules for Type I, II and III activities

6.1. Type I

6.1.1. The consultant/trainer shall not use the University affiliation in performing this activity

6.1.2. The consultant/trainer shall not accept such engagements during office hours, or if it may result in a conflict with assigned duties (such as teaching and committee work) at the University.

6.1.3. The consultant/trainer will require to avail earned leave or casual leave while going for such assignment².

6.1.4. The consultant/trainer will be compensated by the client not by the University.

6.1.5. The consultant/trainer is not required to declare the amount earned during this activity.

6.1.6. The consultant/trainer is not allowed to use material they created for their work in the University while performing this activity.

6.2. Type II

6.2.1. The consultant/trainer must use the University affiliation³ during this activity.

6.2.2. The consultant/trainer must obtain prior permission from the Chair of OCC before entering into an agreement with the client.

6.2.3. The consultant/trainer shall not accept any such engagements during office hours, or if it may result in a conflict with assigned duties (such as teaching and committee work) in the University.

6.2.4. The consultant/trainer shall be compensated by the client, not by the University.

6.2.5. The consultant/trainer is required to declare the amount earned from this activity.

6.2.6. For all such activities, the consultant/trainer can utilize the duty leaves to their credit.

6.2.7. The consultant/trainer should share 40% of the net revenue received from such assignments only if the total fee exceeds fifteen thousand rupees.

6.3. Type III

6.3.1. This involves consultancy/training activities which is part of the MoU between CVV and client.

6.3.2. The MoU must clearly indicate the PC(s), (faculty or staff lead or leads if there are more than one) for the project who was (were) instrumental in landing the project. If there is more than one PC, a LPC should be appointed who will serve as the primary point of contact with the Chair of OCC and/or the client.

6.3.3. The PC/LPC must submit a detailed budget (Annexure II) with projected expenses, including direct costs

² If the assignment is during university working hours days

³ Insist on the usage of University logo and branding in all forms of communication and presentation.

such as personnel (based on number of hours of work needed to complete the project), travel, books, equipment, etc. to the Finance department, as well as indirect costs such as 15% overhead charges⁴ and 10% finder's fee.

- 6.3.4. PC/LPC with the support of a staff is responsible for maintenance of records such as hours worked, travel (purpose, duration, and costs) etc.
- 6.3.5. Faculty or staff (project assistants, research assistants, student interns, administrative staff partially assigned to the project) working on the project will be compensated on an ongoing basis. PC/LPC must keep a record of their activities (including the remuneration due/paid) using timesheets.
- 6.3.6. The finance department must provide a detailed report to the Chair of OCC (on request), showing the expenses, revenue (likely projected as this stage because clients may not have paid yet.) as well as all distributions.
- 6.3.7. The net revenue is to be shared between the PC(s)/LPC and the University at 60:40 ratio or as per the terms and conditions mentioned in the MoU. Final distribution will take place only after the entire amount is received from the client.
- 6.3.8. For all other matters, it will be subject to the same rules and guidelines as any activity carried under the agreement. (Refer Policy on MoU on Academia/Industry Policy).

7. Revision History

First draft: June 03, 2020 (Combined the draft version of Corporate Training Policy and Policy for Faculty Consulting)

Second draft: August 02, 2020.

Third draft: September 04, 2020

Fourth draft: October 31, 2020

Fifth draft: January 26, 2021

Annexure I

Name:

⁴ The charges to be collected as and when the payments are made by the client.

Affiliation:

Proposed activity (1000 words):

Type under which the activity fits into: II/III

If Type II:

Name and address of the Client:

Consulting/Training fee (INR):

Clients request letter (copy): Yes/No

Proposed budget :Yes/No

Agreement:

I hereby undertake this training/consulting activity falling under Type II/III and accept the terms and conditions put forward by the University.

Name of the employee

Signature

Date

Comments by the ad-hoc committee:

(i) Name

Signature

Date

(ii) Name

Signature

Date

(iii) Name

Signature

Date

Status: (i) Accepted (ii) Accepted with minor revisions (iii) Revise and resubmit (iv) Rejected

Annexure II

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| Estimated Income and Expenditure Statement |
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| Expenditure | Amount | Income | Amount |
|-----------------------------|--|-------------------------|--------|
| | | Training/Consulting fee | |
| Trainer/Consultant fee | | Any other income | |
| Travelling expense | | | |
| Postal expenses | | | |
| Telephone/Internet expenses | | | |
| Tax (GST) | Total Income *(19/119) | | |
| Profit/(Loss) | Difference between Total Income and total expense | | |
| Total | | Total | |