Consultancy Policy – 2026

Sharnbasva University, Kalaburagi

Preamble

Sharnbasva University, Kalaburagi, is committed to translating the expertise of its faculty, scholars and research infrastructure into meaningful engagement with industry, government agencies, non-governmental organisations, and the wider community. This Consultancy Policy establishes a transparent, accountable and academically sound framework within which members of the University may undertake consultancy, testing, advisory and allied professional assignments on behalf of the University.

The Policy is framed in line with the University's mandate to promote research, innovation and community engagement, and in conformity with applicable UGC, AICTE, and other statutory body guidelines and the requirements of accreditation frameworks such as NAAC and NBA.

Objectives

1. To provide a formal institutional mechanism through which faculty expertise and infrastructure can be offered as paid consultancy services to external organisations.
2. To strengthen linkages between the University and industry, government and society, thereby enhancing the University's visibility, revenue base and reputation.
3. To create additional avenues of income for the University, participating departments, and individual consultants.
4. To encourage faculty members to engage with real-world problems, thereby enriching teaching, research and curriculum design.
5. To ensure that all consultancy assignments are undertaken with due regard to academic responsibilities, ethical standards, intellectual property rights and conflict-of-interest safeguards.
6. To maintain proper records of consultancy engagements for accreditation, audit and statutory reporting purposes.

Scope and Definitions

3.1 Scope

This Policy applies to all consultancy, testing, advisory, expert-opinion, training and allied professional assignments undertaken in the name of Sharnbasva University by its faculty, staff, research scholars or students, whether individually or as part of a team, and whether the engagement is with a private company, public sector undertaking, government department, NGO, or any other external entity.

3.2 Definitions

- “Consultancy” means any paid professional service — including testing, analysis, design, advisory, expert opinion, certification or training — rendered by the University or its faculty using institutional expertise, facilities or resources, for a client external to the University.

- "Consultant" means any full-time faculty member, staff member, or University-affiliated expert who undertakes a consultancy assignment under this Policy.
- "Client" means the external organisation, agency, or individual availing of the consultancy service.
- "Consultancy & IPR Cell" means the University office designated to receive, process, monitor and record all consultancy assignments.
- "Consultancy Fee" means the total amount charged to the client for the assignment, exclusive of applicable taxes.

Eligibility to Undertake Consultancy

1. Full-time faculty members of the University, with the requisite domain expertise, are eligible to undertake consultancy assignments in their area of specialisation.
2. Research scholars and post-graduate students may be associated with a consultancy project only under the direct supervision of an eligible faculty member, and with prior written consent of the University.
3. Retired faculty, adjunct faculty, or external experts may be engaged as consultants on a case-by-case basis, subject to specific approval of the Vice-Chancellor.
4. A faculty member already committed to consultancy assignments equivalent to the maximum permissible time-commitment (see Clause 7) shall not be permitted to take up further assignments until existing commitments are completed or formally concluded.

Categories of Consultancy Assignments

- Testing and analytical services using University laboratories and equipment.
- Design, engineering, planning or technical advisory services.
- Expert opinion, evaluation, or third-party assessment assignments.
- Training, capacity-building, and skill-development programmes for external organisations.
- Research-based advisory or policy-support assignments for government or public bodies.
- Any other professional service approved by the Consultancy & IPR Cell as falling within the spirit of this Policy.

Procedure for Undertaking Consultancy

1. A faculty member intending to undertake a consultancy assignment shall submit a Consultancy Proposal Form to the Head of the Department, giving details of the client, scope of work, duration, deliverables, proposed fee, and resources required.

2. The Head of the Department shall forward the proposal, with recommendation, to the Consultancy & IPR Cell within seven (7) working days.
3. The Consultancy & IPR Cell shall examine the proposal for conflict of interest, resource availability, and compliance with this Policy, and place it before the Dean (Research) / Registrar for approval.
4. On approval, a formal Consultancy Agreement / Memorandum of Understanding shall be executed between the University and the Client, specifying scope, timelines, fee, payment schedule, confidentiality and intellectual property terms.
5. No faculty member shall enter into a private consultancy agreement in the name of the University, or use University name, letterhead, laboratories or equipment for any assignment that has not been formally approved under this procedure.
6. On completion of the assignment, the consultant shall submit a Completion Report to the Consultancy & IPR Cell, along with copies of deliverables submitted to the client.

Time Commitment

A faculty member may devote up to one working day per week, or an equivalent number of hours as approved by the Head of the Department, to consultancy work, provided that such engagement does not interfere with regular teaching, examination, administrative and research responsibilities. Any consultancy assignment requiring more substantial time commitment shall require prior approval of the Vice-Chancellor and may be treated as a special duty leave/deputation, as applicable.

Consultancy Fee and Revenue Sharing

All consultancy fees shall be received by the University through its official bank account, and no consultant shall directly receive payment from a client for University-approved consultancy work. After deduction of any direct project expenditure (materials, travel, external testing charges, etc.) as approved in the project budget, the net consultancy fee shall ordinarily be shared as follows, unless a different sharing ratio is specifically approved for a given project by the Board of Management:

Distribution Head	Share (%)	Remarks
Consultant(s) / Project Team	50%	As per individual contribution
Department / School concerned	20%	For infrastructure & development
University (Central Pool / R&D Fund)	25%	Overheads & institutional support
Consultancy & IPR Cell (administration)	5%	Processing & monitoring costs

Where a consultancy assignment involves multiple faculty members, the consultant-share shall be distributed among the team members in proportion to their documented contribution, as recommended by the Principal Consultant and approved by the Head of the Department.

Intellectual Property Rights

1. All designs, reports, data, software, and other deliverables created in the course of a University-approved consultancy assignment shall, unless otherwise specified in the Consultancy Agreement, be the property of the University, subject to the rights assigned to the client under that Agreement.
2. Any pre-existing intellectual property of the consultant or the University used in the course of the assignment shall remain the property of its original owner and shall be clearly identified in the Agreement.
3. Publication of any research outcome arising from a consultancy assignment shall be subject to confidentiality obligations agreed with the client and shall require prior clearance from the Consultancy & IPR Cell.

Conflict of Interest, Confidentiality and Ethics

1. A consultant shall disclose, in writing, any personal, financial or professional interest that may reasonably be seen to conflict with the interests of the University or the client, prior to commencement of the assignment.
2. A consultant shall not undertake any assignment for a client that is, to the consultant's knowledge, in litigation or direct commercial competition with the University.
3. All information relating to the client's business, obtained during the course of the assignment, shall be kept strictly confidential and shall not be used for any purpose other than the approved assignment.
4. Consultants shall adhere to the University's Code of Conduct, applicable professional ethics of their discipline, and all relevant statutory and regulatory requirements while undertaking consultancy work.

Use of University Infrastructure and Resources

Where University laboratories, equipment, software or other infrastructure are used for a consultancy assignment, appropriate usage charges shall be levied as per rates notified by the Consultancy & IPR Cell from time to time, and shall be included in the project budget approved at the proposal stage. Any damage to equipment arising from consultancy use shall be assessed and, where attributable to negligence, recovered from the concerned department's share of the consultancy fee.

Monitoring, Records and Reporting

1. The Consultancy & IPR Cell shall maintain a Consultancy Register recording all approved assignments, clients, fee amounts, revenue distribution, and completion status.
2. Each Department shall submit an annual Consultancy Activity Report to the Dean (Research), summarising assignments undertaken, fees generated, and outcomes achieved, for inclusion in the University's Annual Report and for accreditation (NAAC/NBA) documentation.
3. The accounts relating to consultancy income and expenditure shall be subject to the University's internal and statutory audit.

Dispute Resolution

Any dispute arising between a consultant, a client and the University in connection with a consultancy assignment shall, in the first instance, be referred to the Dean (Research) for resolution. Where the matter remains unresolved, it shall be referred to the Vice-Chancellor, whose decision shall be final and binding, without prejudice to any remedy available under law.

Amendment and Interpretation

The Board of Management reserves the right to amend, modify or withdraw any provision of this Policy at any time. In case of any ambiguity in interpretation, the decision of the Vice-Chancellor shall be final. This Policy shall be read together with the University's Research Policy, IPR Policy, and Code of Conduct, and in the event of any conflict, the more restrictive provision shall prevail.

Approved by the Board of Management, Sharnbasva University, Kalaburagi.