



CONSULTANCY POLICY

Introduction:

Silver Oak University (SOU) operates as a socially responsible educational institution, dedicated to harnessing the talents of its faculty and students for the broader benefit of the economy and society. SOU is committed to fostering external collaborations that promote knowledge and technology transfer, contributing to positive economic and social outcomes. These external collaborations are classified as "Consulting" activities. Consulting involves the transfer of knowledge and occurs when expertise is applied outside the University for financial or non-financial benefits. This may encompass various forms of consulting, such as delivering expertise through training, value addition, and knowledge-sharing programs. Consultancy contracts are typically short-term and represent additional responsibilities for faculty members, without the need to hire new staff. The university allows consulting activities for eligible faculty members, though permission is not automatic and requires written approval from the Registrar. Faculty members are required to keep records of their consulting activities. When evaluating whether to grant permission, the Registrar will consider factors such as the alignment of the consulting activity with the faculty member's duties, potential conflicts of interest, and the use of university resources. SOU reserves the right to modify its rules and regulations.

SOU strives to offer a research-focused environment and state-of-the-art facilities for both students and faculty. The institution acknowledges the importance of its staff engaging in consultancy work for external organizations. Such activities serve as a vital conduit for the exchange of knowledge and expertise between the university and businesses or other external agencies, fostering the growth of beneficial partnerships. The key characteristics of consultancy activities are outlined as follows:

- Consultancy involves professional work carried out by faculty members in their area of expertise for external clients, with some financial compensation provided.
- It results in a contracted deliverable, which may be partially or entirely owned by the client.



- Typically governed by short-term agreements, consultancy makes minimal use of university resources and requires additional effort from existing faculty rather than the hiring of new staff.

Procedure for Consultancy Work:

- The Principal Investigator (PI) prepares and submits a proposal aimed at addressing critical issues and incorporating new methodologies for industries and institutions. The proposal should include all relevant details along with an approval page or annexure.
- All consultancy proposals must be submitted by the PI and must be endorsed by the Registrar.
- Projects are led by a PI and may involve Co-Principal Investigators (Co-PIs), with the responsibility for deliverables resting with the PIs.
- The institute provides necessary support to the PIs throughout the project.
- The PI is responsible for managing the project account, ensuring that the budget covers expenses such as equipment, support staff, travel, and contingencies.
- All payments related to consultancy work must be made in the name of the Registrar.
- The PI must prepare a statement of expenditure and a utilization certificate at the end of each financial year, which should be approved by the Finance Officer.
- A final report must be submitted to both the funding agency and the office of the Registrar.
- Outstation travel related to consultancy work requires prior approval from the Dean, Director, Head of Department, and the Registrar.
- Consultancy assignments should be taken up and executed within the specified constraints, ensuring they do not negatively affect ongoing academic, research, or related activities.
- Any required student participation should be clearly indicated, along with applicable rules and conditions.



Eligibility for Undertaking the Consultancy Assignments:

Faculty members from various departments, research scientists from departments as well as all other employees of SOU are eligible to undertake consultancy assignments. Those participating in consultancy work will be referred to as Principal Investigators (PIs). The consultancy fee shall be distributed as follows:

The distribution of consultancy fees is based on the category of the consultancy assignment as follows:

- For Individual Consultancy (Category 1), **80%** of the fee is allocated to the principal consultant and team members, **10%** to the concerned department, and **10%** to SOU.
- For Institutional Consultancy (Category 2), **60%** of the fee is given to the principal consultant and team members, **20%** to the concerned department, and **20%** to SOU.
- For Departmental Consultancy (Category 3), the distribution remains the same, with **60%** going to the principal consultant and team members, and **20%** each to the concerned department and SOU.
- For Testing and Evaluation, Calibration and Standardization Services, Analysis and Characterization of Samples (Category 4), **30%** of the fee is allocated to the principal consultant and team members, **40%** to the concerned department, and **30%** to SOU.

Conflict of Interest:

Faculty members engaging in consultancy activities must ensure that:

- The consultancy work does not interfere with or conflict with their regular duties and schedule at the university.
- The consultancy work is supplementary rather than central to the faculty member's primary research program.