

Consultancy Policy of Uttarakhand Open University

About the University

Uttarakhand Open University (UOU) was established by an Act of Uttarakhand Legislative Assembly in 2005 (Act No. 23 of 2005) with the aim of disseminating knowledge and skills through distance learning, using the flexible and innovative methods of education to ensure 'independent learning'. The University uses novel educational programmes, various modes of communication technology and contact sessions to make distance learning more effective. The major objective of the University is to cater to the educational needs of the target groups to create skilled and knowledge based human resource for speedy upliftment and development of the State. The University aims to impart quality education by maintaining high academic standards. For this purpose, it has radically reoriented itself in view of the rapid changes in the sphere of professional and technical education and has developed a number of new and innovative self-employment/employment oriented courses of study. Uttarakhand Open University is especially focusing on the educational needs of women, the tribals and other marginalized sections. It has extended its reach to most distant and difficult places and has made its presence felt even in the remotest corners of the state. It has signed MoUs with various providers with the sole aim of sharing resources and knowledge for the benefit of the people. The vision of the University is to provide the most critical components of growth, through quality higher education, to the state of Uttarakhand.

Vision of the University

To make higher education the potent medium of growth by creating knowledge and to provide easily accessible and convenient opportunities for value based quality higher education to the people of Uttarakhand especially to youth, educationally deprived, and employed persons so that they are motivated for lifelong learning thereby ensuring their proficiency in different skills, securing self employment, and employment with motto of appropriate serve to state, nation and humanity.

Objectives of the University

Uttarakhand Open University intends to;

1. Cater to the educational needs of the target groups through the open systems of learning.
2. Create skilled and knowledge based human resource for speedy upliftment and development of the State in particular.
3. Provide easy access to education to different sections of society, especially to those with seemingly geographical isolation and difficulty.
4. Promote national integration and integrated development of human personality.
5. Impart knowledge for awareness and skill development.

6. Promote research orientation in the present scenario of technology and development. and Disseminate knowledge through an innovative multi-media teaching-learning system.
7. Promote dissemination of learning and knowledge through distance education systems including the use of any communication technology to provide opportunities for higher education to a large segment of the population and shall in organizing its activities.

Need for providing Consultancy Services

The basic idea of providing consultancy is act as a partner in building a knowledge society by utilizing intellectual capabilities and skills of Uttarakhand Open University. With this approach, Uttarakhand Open University through its consultancy intends to create and share knowledge with various organizations and institutions of national and international repute so that mutual growth can be attained with collective wisdom. The UOU consultancy services furnish the demand of optimization of available resources to the society. Hence, these consultancy services are directional towards educational, social, organizational, cultural, rural and technological upliftment of the state and the nation.

Accordingly, the following objectives are identified for providing consultancy services by UOU,

- To enhance academic endeavors in interdisciplinary, multidisciplinary and intradisciplinary perspective in collaboration with Universities, Industries, Government Bodies and Academic Institutions.
- To act as a change agent in industrial, social and other issues of state and national importance.
- To become an active partner of knowledge exchange with other organizations.
- To create, disseminate, retrieve and restore the technical knowhow and knowledge on cross cutting issues at the University.
- To expand and fortify the research abilities and competencies of members of the faculty.
- To draw synchronization between the current competencies demands in industry with the course curriculum.
- To promote entrepreneurship development activities and foster employment opportunities through consultancy services.

Key Areas Identified for Providing Consultancy Services by Uttarakhand Open University

Keeping in mind the academic, intellectual, research and ICT strength of University, the following broad areas has been identified;

- Consultancy for Testing & Evaluation services.
- Consultancy in Research and Innovation Services.

- Consultancy ICT enabled Services.
- Consultancy for Science and Technology.
- Consultancy in Academic Endeavors.
- Consultancy in designing and organizing Training Programmes.
- Consultancy for Corporate branding and image building.
- Consultancy for designing Integrated Marketing Communication System.
- Consultancy for designing ICT linked Performance Mgmt system.
- Consultancy in Himalayan Studies.
- Consultancy in Tax Management.
- Consultancy in Financial Services.
- Consultancy for preserving Culture and Heritage.
- Consultancy for Feasibility studies.
- Consultancy for promoting Tourism.
- Consultancy for promoting Entrepreneurship for employment generation.
- Other Areas of State and National Importance.

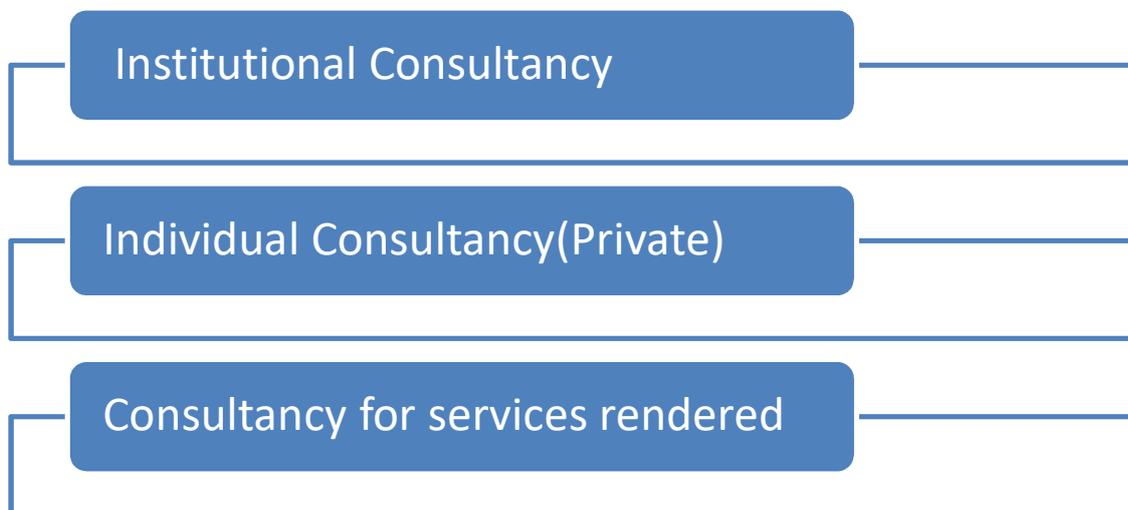
Scope of Consultancy

The consultancy policy shall provide the guidelines for operationalising the consultancy projects at the University. The University may offer consultancy services to the following organizations;

- Public Sector and Private Sector Companies
- Academic Institutions and University
- Government Organizations
- Non Government Organizations
- Assessment Agencies
- Corporate and Business Houses
- Government Departments
- National and International Agencies

Government-sponsored research projects from UGC, ICSSR, USERC, DST, NCW, ICMR, etc. shall not come under the purview of consulting services.

Types of Consultancy



Institutional Consultancy

The Consultancy provided by the University to various organizations, institutions, government bodies, NGOs, industry and other agencies on behalf of some School of Study, Department, Directorate, Examination, or Group of Collaborators (in multidimensional perspective) shall be termed as Institutional Consultancy. In such a case the contractual relationship shall be between Uttarakhand Open University and the Consultancy Seeker/ Client and it shall not be with the individual member of the faculty or staff.

Individual consultancy

Individual Consultancy shall be the consultancy services provided by the Member of the Faculty or the Staff in the Individual Capacity. It also include rendering of advice by Members of faculty or Staff members to an organization/ institution in their individual capacity. In such a case, the consultancy project shall be carried on behalf of Uttarakhand Open University however; the accountability shall rest on the Individual Consultant. The partnership between UOU and the outside party with regard to the work being carried out is limited to the degree to which the consultancy fee is paid. Nevertheless, the client will only remit the payment for the service given on a personal basis directly to the UOU account.

Technical Services Rendered

It refers to assistance in technical data analysis and sharing of data, that does not consist of interpretation or analysis of information. When the University extends services to the third party or client which are in regular practice or procedure or share information regarding researches conducted or extends routine technical data or allow use of some equipment or instrument. However, it will not include detailed analyses of interpretation of data.

Procedure for Approval

1. Any consultancy proposal received by the Faculty or the Staff Member directly from the Client or Organization shall be forwarded for recommendation / approval from the competent authorities. The proposal shall be forwarded by the Director of the concerned School or the Department for the approval from the Vice Chancellor.
2. When the proposal for Consultancy is received by UOU, in such a case, Vice Chancellor may nominate the Consultant/s for providing consultancy services. It shall be the accountability of such consultant or team of consultant to maintain the quality standards of such projects. In such a case; Vice Chancellor shall also nominate one member as Principal Consultant who would be accountable for managing the Consultancy Project.

General Rules and Conditions

1. All project received as consultancy shall be carried out on behalf of the Uttarakhand Open University. However, due approval for the same shall have to be taken from Honorable Vice Chancellor before giving consultancy to the organization.
2. The expertise of the University's employees shall be utilized for carrying out Consultancy projects and services, however, it should be ensured that such consultancy projects does not impact the departmental duties and responsibilities of the employees.
3. The visits on consultancy assignments will be undertaken after seeking due approval from the competent authorities. Further, the concerned member of Faculty/ or staff Member shall be treated as on-duty for such visit. Further, on-duty leave may also be granted for final winding or completion of the venture.
4. The University shall provide infrastructural facilities to the Consultants subject to the availability of the resources and convenience / ease in its disbursement.

Sharing of Fees

All the fees so collected from consultancy work shall be transferred to separate budget head i.e. 'Consultancy Services'. Funds so raised shall be managed by Finance Controller of the University. For the different categories, the professional fee shall be shared between the Consultant and the University as per the following basis;

	Institutional Consultancy	Individual Consultancy	Consultancy for service rendered
Total amount received from the Client	TA	TA	TA

Less TDS/GST	TDS	TDS	TDS
Amount after deduction of TDS/GST	TA-TDS	TA-TDS	TA-TDS
Less Total expenditure incurred	TE	TE	TE
Remaining amount for Distribution	RA	RA	RA
University's Share	RA*.30	RA*.20	RA*.30
Share for Consultant	RA*.70	RA*.80	RA*.70
In case of more than one Consultant , sharing shall be done in the following manner; Principal Consultant 60% of the Share for Consultant (RA*.70)*.60 Consultant supporting the venture- 40% of the Share for Consultant(RA*.70) *.40 Further, in case of more than one supporting consultant -40% of the 'Share for Consultant' shall be shared equally among the consultants working.			

Instruments/Supporting Tools

Instrument / supporting tools acquired for the purpose of consultancy services will remain the property of Uttarakhand Open University unless otherwise specifically agreed to by the parties.

Initial Deposit by the Client

The client is required to deposit 60% of consultancy charges before initiating the consultancy assignment and remaining 40% shall be submitted after completion of 50% of the work assigned.

Responsibilities

The responsibility of the consultancy services shall be on the faculty member/staff member undertaking consultancy. The phase-wise implementation shall be documented and shall be submitted to the Director of the School time to time and a copy shall also be provided to the client for their reference. For the Consultancy project of longer duration quarterly progress report shall also be prepared by the Consultants and it shall also be forwarded to the Director of the School/ Concerned Authority.

Discontinuation of the Project

The client can terminate agreement at any point of time however; one month prior notice shall be given by the Client to the University if they want to terminate it before the completion of the project. In such a case, Client shall bear all the expenses incurred by the University for working on such consultancy project and the instruments or tools purchased shall be retained by the University.

Disputes

In case of any dispute between UOU and the Client then such dispute shall be resolved through mutual discussion. In case dispute does not resolved through mutual consultation then the grievance shall be handled by external arbitrator appointed by the Vice-Chancellor of the University. The final decision reached through arbitration shall be binding on both the parties. However, unsettled disputes shall be under the jurisdiction of High Court, Nainital, Uttarakhand.

Schedule of Consultancy

At the time of consultancy approval a phase wise schedule for the project/consultancy shall be prepared as a part of consultancy document. The consultant must adhere to the time schedule prepared in consultancy document. In case any deviation from schedule the same shall be communicated by the consultant to the client as well as to the competent authority at the University. However, for such deviation prior approval shall be taken from the competent authorities.

Project/ Consultancy Report

Consultancy/ Project of shorter duration:

In case of consultancy projects of shorter duration, consultant(s) has/have to submit project report after the completion of the project work.

Consultancy/Project of longer duration:

In case of consultancy projects of longer duration, consultant (s) has/have to submit quarterly progress report elaborating status of project completed along with the details of expenses incurred.

After completion of Consultancy Project, a Completion Certificate shall has to be obtained from the client and the same shall be forwarded to the Director of the School/ Concerned Authority, Vice Chancellor, and the Finance controller for their reference.

Result of the Consultancy Services/Project:

The detailed report of project outcomes shall remain with the client without any additional charges. In case of agreed terms and condition the report may be shared with the UOU. The use of results outside the purview of consultancy services is reserved with University. The University has right to keep a copy of project result report.

