

SMS CONSULTANCY CELL

Policies & Guidelines



**SCHOOL OF MANAGEMENT SCIENCES
LUCKNOW**



**Director
School of Management Sciences
Lucknow**

1. Consultancy Projects Sources and Specifications

1. The members of the academic and technical staff of the institute are encouraged to engage themselves in consultancy projects and sponsored research activities through the consultancy cell.
2. The consultancy projects undertaken could be financed by industry or any central / state / local government funding agencies such as DST, DOE, CSIR, Lucknow Municipal Corporation, etc
3. The consultancy could be requested to the SMS Group or particular individual of SMS. In the former case the Coordinator, Consultancy Cell, SMS Lucknow will identify the resource who is to undertake the work, and to whom the job shall be assigned in consultation with the concerned faculty member.
4. The consultancy projects ordinarily have time-frame, budget, deliverables, etc. clearly spelt out.

2. Reasons for Consultancy Cell

1. SMS offers expertise and a host of specialized facilities which can be put to proper use for the mutual benefit of the institute as well as industry through consultancy works. Additionally, consultancy project gives recognition to the SMS Group of Institutions.
2. Consultancy/Sponsored Research projects provide enriched experience and knowledge through interaction in the professional sphere. The academicians also get a chance to experiment under actual service conditions.
3. Consultancy projects also provide an opportunity to the students to get a first hand experience of their chosen profession.
4. It provides financial return (small or large) as incentive to the faculty, institute and staff in general.



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3. Administration of Consultancy Services

1. The consultancy services of the institute shall be administered by an Executive Committee.
2. The Executive Committee shall be vested with the responsibility of looking after the day-to-day administration and financial matters of the consultancy services of the institute.
3. The Executive Committee shall consist of the following:

i	Director of Institute	Chairperson of the Committee
ii	Coordinator, Consultancy Cell	Secretary
iii	Head - CRC	Member
iv	Faculty Member (One from Management & Commerce Stream)	Member
v	Faculty Member (One from Engineering & Technology)	Member

4. The Secretary of the Executive Committee shall also ensure the following through the Executive Committee, Consultancy Cell.
 - i. Holding of Executive Committee meetings on a monthly basis.
 - ii. Upkeep and Maintenance of progress reports on monthly basis on various running consultancy projects.

4. Ownership of Consultancy Projects

1. All consultancies, whether carried out by an individual or a group of faculty consultants shall be considered as SMS's Consultancy, not of any individual.
2. The faculty member involved in the getting the successful consultancy project hereafter called the Project Initiator, shall be identified as the Principal Investigator / Consultant for the project.
3. In case the Project Initiator does not wish to become the Principal Investigator (PI) / Consultant, a new Principal Investigator / Consultant may be identified from the SMS faculty pool by the Executive Committee of the Consultancy Cell.
5. The Principal Investigator / Consultant may choose to induct a team consisting of other faculty members, if it is needed. The appointment of a Co Investigator in the Consultancy Team may be done by the Executive Committee, if it wish to do so, as per the size and requirement of the Consultancy.

6. In case, the Principal Investigator / Consultant has to leave the project due to any reason, the Executive Committee will be free to appoint a faculty as Principle Investigator.
7. The Consultant/Principal Investigator will be the overall custodian of the project and will directly deal with the client in all matters regarding the consultancy assignment.

5. Consultancy Charges & Consultancy Expenses

1. Consultancy Charges quoted to the customer will be in lieu of the Revenue Generation to the Institute excluding all the Expenses to be incurred during the Consultancy. The Consultancy Charges will vary on case to case basis depending upon the size & level of consultancy along with the man hour involvement in the consultancy.
2. All expenses including the outstation travel expenses for any consultancy projects are to be borne by the Client directly. The expense estimate may be made as per SMS' rules for the Travel Allowance / Daily Allowance or as per the actual expenses settled on the basis of mutual understanding of SMS with the Client on case to case basis.
3. The other heads of expenses may be categorized as: (i) Cost of equipments, materials, certificates & books, (ii) Fee for scientific / technical advice, (iii) Remunerations to external resources, (iv) Institute's overhead and use of infrastructure, (v) Contingency funds, (vi) Travel, (vii) Expenses of field work, (viii) Hiring of temporary staff etc.

6. Consultancy Revenue Sharing Pattern

1. The Consultancy Revenue are the net amount after deducting all the expenses in lieu of the project. The total consultancy charges shall be shared between the institute and the Consultancy Team involved in the project, in the ratio of 45:55. The institute gets a share of 45% of the consultancy charges for bearing the overheads in terms of the Institutes Time, Infrastructure, Administrative Expenses and other Facilities, while the Consultancy Team get 55% of the share (each one of team member will get their share on specified ratio under 55% of the share as decided by the Executive Committee).
- 7. Revenue Sharing Pattern for Consultancy Solely acquired and delivered by an Individual Faculty**

In such cases where the Consultancy is solely acquired by an individual faculty and delivered solely the Revenue Sharing will be on 45:55 basis between Institute & Individual Faculty respectively.


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10. Special Case of Guest Lectures

(A) In case faculty member(s) brings a project consisting of lecture series, where the lecture is to be delivered at the premises of the sponsoring agency, with all the infrastructural set-up provided for by the agency, it shall be treated as a special case of consultancy. The division of project amount shall be in the ratio of 45:55 basis between Institute and Faculty Member/s respectively i.e. Institute will be given 45% in lieu of the precious time of the Institute and Faculty Member or Group of Faculty Members will share from rest of the 55% in proportion to the ratio of the lecture delivered by them.

(B) In case if a faculty deliver a guest lecture, where no honorarium is paid, there will not be any issue of revenue sharing.

11. Expert Lecture in the programmes organised by the MDP & Training Cell of SMS

In case of the Expert Lectures taken by the Faculties of the SMS, during the Training Programmes organized by the MDP & Training Cell of SMS, the Faculties will be paid on the Prorata basis as decided by the Executive Committee of Consultancy Cell of SMS on the case to case basis as per the Institutional Norms.

12. Cease of Claim of Faculty Member

In case, any member of the consultancy project team leaves the project due to any reason without proper handing over as mentioned in Clause No. 4 or if the person leaves the organization before the completion of the project, the outgoing member of the team shall cease to have all claims of the remunerations and the money shall be divided among the resultant members in the ratio proposed in the beginning of the various stages of the project.

13. Leave For Consultancy

For out of station consultancy the leaves will be given as per the Leave Rule Policy of the Institute.

14. TDS on Consultancy Fee of Consulting Team

TDS on Consultancy Fee of Consulting Team will be deducted as per the rule of the Institute.