



Madhya Pradesh Bhoj Open University, Bhopal

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Consultancy Policy of Madhya Pradesh Bhoj Open University

Open and distance learning universities offer flexible learning options to students worldwide, making high-quality education accessible to everyone. Consultancy services can enhance the universities' academic and research potential and impact and can enable efficient problem-solving for agencies and organizations through research and support. Faculty consultancy services are also an integral part of a university's outreach and engagement with society. They can contribute to enhancing the faculty's professional, technical, and research skills and the university's revenue.

Core Values:

1. **Quality:** Consultancy services provided by Open and Distance Learning Universities shall meet high standards of quality.
2. **Intellectual Property Rights:** The Intellectual Property Rights of all parties involved shall be acknowledged and protected.
3. **Ethics and Professional Standards:** Consultancy services offered by Open and Distance Learning Universities shall comply with ethical and professional standards, including avoiding conflicts of interest and respecting confidentiality.
4. **Transparency and Accountability:** The consultancy policy shall establish a mechanism for transparent and accountable practices.

Objectives of consultancy policy

To enhance academic endeavors in interdisciplinary, multidisciplinary, and intradisciplinary perspectives 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 in knowledge exchange with other organizations.
- To create, disseminate, retrieve, and restore the technical know-how 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 the industry with the course curriculum.
- To promote entrepreneurship development activities and foster employment opportunities through consultancy services.

Definition of Consultancy:

Consultancy services refer to services provided by an individual or a team of experts employed, or appointed by the Open and Distance Learning University for a limited time, to address specific problems or undertake specific tasks (Research, Technical Support, etc.).

Types of Consultancies

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 a multidimensional perspective) shall be termed as Institutional Consultancy. In such a case, the contractual relationship shall be between University and the Consultancy Seeker/ Client, and it shall not be with the individual member of the faculty or staff.

Individual consultancy: The individual consultancy shall be the consultancy services provided by the Member of the Faculty or the Staff in the Individual Capacity. It also includes rendering 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 out on behalf of Madhya Pradesh Bhoj Open University; however, the accountability shall rest on the Individual Consultant. The partnership between the university 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 University's 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 a third party or client which are in regular practice or procedure or shares information regarding research conducted or extends routine technical data or allows use of some equipment or instrument. However, it will not include detailed analyses of the interpretation of data.

Institutional Consultancy Individual Consultancy (Private) Consultancy for services rendered
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 sent by the Director of the concerned School or the Department for approval from the Vice Chancellor.
2. When the proposal for Consultancy is received by University, in such a case, Vice Chancellor may nominate the Consultant/s to provide consultancy services. It shall be the accountability of such consultant or team of consultants 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.

1. General Principles:

- Consultancy services should comply with the universities' academic mission, values, and goals, be based on sound research methodology, and conform to ethical and professional standards.

- Consultancy services should be offered in a manner consistent with the academic aims of the Open and Distance Learning University, avoiding conflict of interest and disclosing applicable information to all relevant stakeholders.
- All projects received as consultancy shall be carried out on behalf of the University. However, due approval for the same shall have to be taken from Honourable Vice-Chancellor before giving consultancy to the organization.

2. Authorization:

Consultancy services require authorization expressed in writing through a contract that outlines the scope of the work, deliverables, timelines, and fees.

3. Intellectual Property Rights:

Intellectual Property Rights on outputs of consultancy services shall be assigned through a written agreement. The Open and Distance Learning University shall acknowledge the authors' intellectual property rights in their works.

4. Conflicts of Interest:

Individuals involved in consultancy services must disclose any conflicts of interest that might arise and avoid or manage conflicts that could affect the impartiality or transparency of the consultancy services' outputs.

5. Confidentiality:

Consultants must adhere to the university's confidentiality policies, with all information shared in the course of consultancy kept confidential unless required by law or court order.

7. Fees

- The consultancy fees shall be recognized in a written agreement between the Open and Distance Learning University and the Consultant.
- Faculty members shall have the university's authorization before offering consultancy services. The university shall appoint a committee to evaluate the suitability of the consultancy proposal and ensure that it aligns with the university's academic and research output.
- The university shall provide a framework for administrative and logistical support to faculty members who provide consultancy services. This support shall include legal, financial, administrative and logistical assistance.

8. Performance Reviews:

Performance reviews shall be conducted regularly to assess the consultant's performance and outcomes of the consultancy work.

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