

CONSULTANCY POLICY OF ज्ञानम् आत्म प्रदीपाय
THE NEOTIA UNIVERSITY



DEFINITIONS AND SCOPE

Consultancy is work of a professional nature, undertaken by faculty members of university in their field of expertise, for clients outside the institution, for which some financial reward is received. Consultants will produce some form of contracted output which may be either a study report by the client. It will be assumed by short-term contracts which are not necessarily renewable.

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- 1. External examination
- 2. Lectures and conference presentations
- 3. Membership of academic journals or the publication of academic articles, research report, monographs and publication of books
- 4. Charitable services
- 5. Any other as decided by the Hon'ble Vice Chancellor

Approved
Bishu
 23/5/23
 Vice Chancellor
 THE NEOTIA UNIVERSITY

PREAMBLE

Consultancy is an important channel through which knowledge and expertise could flow from the faculty of the university to business and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in The Neotia University may be associated with contractual relationships, including research, service contracts etc. with government/non-government organization in lieu of a fee. The university, therefore, encourages its faculty and staff to engage in consultancy whenever appropriate, and in a manner that is in conformity with their agreement with the university.

PURPOSE

This policy document is intended to lay down the norms for undertaking consultancy work and its facilitation in accordance with the university's rules and procedures.

DEFINITIONS AND SCOPE

Consultancy is work of a professional nature, undertaken by faculty members of university in their field of expertise, for clients outside the institution, for which some financial return is obtained. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. It will be governed by short-term contracts clearly defining university resources.

EXCLUSIONS

This consultancy policy does not apply to the activities intended for furtherance of scholarship or general dissemination of knowledge or general enhancement of intellectual level of the society at large where no revenue is received by the faculty members. Besides, the exclusions may be made in the following categories:

- External examinership
- Lectures and conference presentations
- Editorship of academic journals or the publication of academic articles Royalties from authorship and publication of books
- Charitable services
- Any other as decided by the Hon'ble Vice Chancellor

DURATION OF CONSULTANCY

- The total time invested in consultancy activity should be mentioned in the consultancy proposal. The proposal shall be reviewed by the R&D committee and approve the duration thereafter. It would be decided by considering the merit and objective of consultancy proposals.
- Any extension of consultancy work would require prior permission of the Hon'ble Vice Chancellor.

INCOME DISTRIBUTION

- The consultation fess must be mentioned in the consultation proposal. Once the consultation proposal is accepted by the R&D committee of the university, the consultation fees must be deposited to the university account.
- The R&D committee shall go through the consultation fees and decide the **Income Distribution fund** which is to be distributed between university and faculty/department. Income Distribution fund shall be determined by subtracting the fund incurred by the university to support the consultancy proposal from the consultation fees received.
- Once the Income Distribution fund is determined, the university should disburse 60% of the Income Distribution fund to the faculty/department while the university will keep 40% of the same.
- If the Income Distribution fund is above ~10 lakh, then the R&D committee of the university may set the new proportion of distribution of Income Distribution fund between faculty/department and the university.
- The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
- All financial transactions related to consultancy will be cashless through bank transfer to/from appropriate university account. The university will make the appropriate payment to the consultancy provider as per rules.

APPROVAL OF CONSULTANCY ACTIVITY

All consultancy proposals have to be submitted to the R&D committee of the university. The committee will have the right to make the decision to accept or decline the proposal.

CONFLICT OF INTEREST

- Engagement in consultancies must not create any perceived or actual conflict of interest.
- Conflict of interest, if any, must be immediately reported to the Hon'ble Vice Chancellor.
- Suppression of conflict of interest shall be considered as a serious misconduct.

CODE OF CONDUCT

- The conduct of the employee during the consultancy work must conform to the prestige and reputation of the university. The university will be entitled to take disciplinary action against its employee for any misconduct during the consultancy.
- Any violation of the above policy shall be considered as major misconduct.
- The clients receiving consultancy services from the university may cite the university name, logo etc. when referring to the consultation report of the university.
- Original copies of all the documents related to all consultancy services undertaken by its employee must be in possession of the University for allowing appropriate processing for financial accounting and audit purposes.

DISPUTE REDRESSAL AND RESOLUTION

The consultation proposal should be legally vetted and in case of any dispute or difference whatsoever arising between the parties shall be settled by arbitrator in accordance with the A&C Act 1996.