

CONSULTANCY POLICY OF THE NEOTIA UNIVERSITY



AmbujaNeotia



ज्ञानम् आत्म प्रदीपाय

Approved Under Sec.2(f) of UGC Act 1956

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 application form (Annexure I). The proposal shall be reviewed by the R&D cell and approve the duration thereafter.
- Any extension of consultancy work would require prior permission from the R&D cell of the university.

INCOME DISTRIBUTION

- The consultation fess must be mentioned in the consultation proposal. Once the consultation proposal is accepted by the R&D cell of the university, the consultation fees shall be decided by the RDC.
- The R&D cell shall go through the consultation fees and determine the **Income Distribution fund** which is to be distributed between university and faculty/department (Annexure II).
- Once the Income Distribution fund is determined, the university should disburse 70% of the Income Distribution fund to the faculty/department while the university will keep 30% of the same.
- 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 cell of the university. The RDC 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.
- If any aforementioned employee of The Neotia University engages in any consultancy activity without the approval of the R&D Cell, the employee in question will be subjected to strong disciplinary actions (including and up to termination of service).
- 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.
- Any violation of the above policy shall be considered as major misconduct.

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.

Consultancy proposal application (Annexure I)

Name of the Applicant/s	
Details of Principal Applicant (including Department, Designation)	
Name of the organization from where you received the consultancy proposal	
Nature of proposed consultancy (total days/ weeks/ months of engagement of faculty)	
Financial details of the consultancy project	
Details of the consultancy project (200 words)	
Remarks of RDC	

(Application of consultancy should be submitted by the applicant to the RDC through Dean of that School)

(Annexure II)

Income Distribution fund calculation

A faculty involved in consultancy activity must pay compensation to the University for the period of engagement of the faculty in the consultancy endeavour. The compensation tariff is given in the table below:

Designation of Faculty	Compensation to be paid by the faculty for each day of engagement in the consultation project
Assistant Professor	INR 1666/- for each day of engagement
Associate Professor	INR 3125/- for each day of engagement
Professor	INR 3791/- for each day of engagement

If the total compensation paid to the University by the faculty exceeds the total revenue generated from the consultancy project, a revised rate of compensation tariff will be decided by the R & D Cell.

After payment of the compensation to the University, the remaining revenue generated from the consultation project will be divided among the faculty and The Neotia University in the 70:30 ratio, wherein, the faculty will receive 70% of the revenue and the University will receive 30% of the revenue.