

Shobhit Institute of Engineering & Technology
(Deemed-to-be University), Meerut
(Declared by GOI under section 3 of UGC Act, 1956)

University Consultancy Policy

Introduction

Consultancy is an important channel through which knowledge and expertise could flow from university to businesses and other external agencies, and it can contribute to the growth, development and productive relationships with these components of society. Consultancy activity in Shobhit Institute of Engineering and Technology (Deemed to-be-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 wherever appropriate, and in a manner that is in conformity with their service 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 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 while making minimal use of university resources. It would be an additional management responsibility for university, and would involve extra work for existing university staff. Therefore, the university will charge apart of the consultancy fee from the member of university who is engaged in consultancy. Consultancy for organizations owned by a faculty or staff or an organization in which a faculty or staff may have interest or stake are also included within the scope of this policy document.



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. Such activities, among others, would be:

1. External examinership
2. Lectures and conference presentations
3. Editorship of academic journals or the publication of academic articles
4. Royalties from authorship and publication of books
5. Professional arts performances
6. Charitable services
7. Any other services as decided by the Vice Chancellor

Duration of Consultancy

1. The total time invested in consultancy activity must be less than that which is equivalent to 30 working days per academic year.
2. The duration of any consultancy activity will be limited to that mentioned in the approved agreement.
3. Any extension of consultancy work would require prior permission of the Vice Chancellor.

Approval of Consultancy Activity

All consultancy proposals have to be submitted to the Vice Chancellor, through proper channel for prior approval, who will have the right to make the decision to accept or decline the proposal.

Conflict of Interest

1. Engagement in consultancies must not create any perceived or actual conflict of interest.
2. Conflict of interest, if any, must be immediately reported to the Vice Chancellor.
3. A conflict of interest shall be considered as a case where an employee engages in consultancy at the expense of the interests of university as defined by the Vice Chancellor.



Income Distribution

1. The member/department of university providing consultancy would be entitled to retain 60% of the share while the university will retain 40% of the net income in case of science and technology related assignments and 70% to member of other departments and 30% share to the university.
2. If the gross income from a consultancy work is below a certain amount in any financial year, then the university may lower/forego its part and residual income will be retained by the consultancy provider. This amount will be notified by the university and may be revised from time to time.
3. The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
4. 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.

Code of Conduct

1. 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.
2. Original copies of all 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.
3. The clients receiving consultancy services would not be entitled to use the university name, logo *etc.* in any form without prior permission of the Vice Chancellor.

Dispute Redressal and Resolution

All cases of lack of clarity on any issue, or any ambiguity, or subjectivity in interpretation, must be reported to the Vice Chancellor, whose decision will be final and binding. The Vice Chancellor may, at any point of time, call for amendment or revision of this policy document as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.

Dated: 14 September, 2019



Approved
14.9.19

Registrar
14/09/19

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