



## CONSULTANCY POLICY

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# CONSULTANCY POLICY

## 1. Preamble

Constant and fast paced changes in the global economic scenario and the mission of the University gives impetus to a constant effort; to bring the learning of the real world to be incorporated in higher education system. The University encourages and promotes faculties to take consultancy assignment in addition to the teaching and research work which will ensure significant value addition to not only the profile of the University but also build up a mechanism for a continued engagement with industry requirements and community at large. The focus is on creating a conducive environment for mutually beneficial opportunities for collaborative research, consultancy services and knowledge generation which is able to enhance the quality of life, with national, global, as well as regional and local perspectives.

## 2. Short Title and Application

This Policy may be called Jagan Nath University, Jaipur Consultancy Policy. This Policy shall apply to all the Faculty Members/Technical staff of the University.

## 3. Objective

The objective of this Policy is to promote Consultancy among faculty and staff of the University.

## 4. General Principles

- (1) Consultancy for the purpose of this Policy means an assignment/job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey etc. for consideration of a fee.
- (2) Consultancy work may be undertaken in the area of expertise of the Faculty members/technical staff or a group of experts.
- (3) The Academic/Technical Staff (henceforth to be called as staff) of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
- (4) The service/consultancy provided may be of the following types:
  - (a) Institutional Relating- Relating to advice rendered to an industry/organization, or work done for them, by a Department/Group/individual on behalf of the University.
  - (b) Individual Consultancy - relating to consultancy or work undertaken by an academic/technical staff member in his individual capacity.
  - (c) Technical Services- relating to providing of routine technical data/ information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
- (5) A request for consultancy service may be received either by the company/organisation to Registrar or directly by a staff member and forwarded to the University, for its consideration, provided that the normal duty of the individual staff member and the interest of the Department do not suffer.
- (6) It should not interfere with the performance of primary duties by the individual as per contract of employment;
  - a) Consultancy Services should not be in conflict with the interest of the University;

- b) University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate;
- c) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter.

## 5. Cost of Consultancy Project

While working out the cost of consultancy project the following be taken into consideration:

- (i) Intellectual fee.
- (ii) Other fees/ charges to be borne by the client shall be as per the agreement.
- (iii) Sharing of Consultancy Fee -

Out of the total fees, share of the University will be 30% and concerned teacher hired as consultant share would be 70%

## 6. Procedure for Approval

- (1) Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the Dean/HoD. He/ She will examine the proposal and submit it along with his/her recommendations to the Registrar. The following aspects need to be considered before recommending the proposal:
  - a) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and workload.
  - b) No faculty member/ technical staff shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays. Alternatively, arrangement should be made for compensating non-availability of the concerned faculty during the period of consultancy.
  - c) The amount of expenditure needs to be estimated on account of providing Consultancy.
  - d) The assignment is in the interest of the University in the long run and would not adversely affect the faculties' work at the university.
  - e) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.
- (2) The Registrar will issue the approval letter and a copy of approval letter would be maintained by the Department of consultant teacher and Registrar office.

## 7. Miscellaneous

- (1) The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.
- (2) All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.
- (3) Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) will be paid to the University by the client.
- (4) On the completion of the consultancy project a copy of the synopsis of the work keeping in

view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the University for its records.

- (5) These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during the office hours.

## **9. Interpretation**

If a need arises for interpretation of the any clause, the decision of the Vice Chancellor would be considered final.

## **10. Dispute Resolution**

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be referred to an Arbitrator appointed by the mutual consent of the parties under the Arbitration and Conciliation Act, 1996. All disputes shall be subject to Jaipur Jurisdiction.

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**CONSULTING PROJECT APPROVAL FORM**

- 1. Name and Address of the Industry .....  
.....
- 2. Nature of work to be undertaken .....
- 3. Probable duration of Consultancy .....
- 4. Name of Principle Consultant .....
- Name of Other Consultant(s) (if any) .....
- .....

**5. Recommendations of Dean/HoD**

I recommend to the work outlined above being undertaken. Alternate arrangement during his non-availability has been made and the assignment would be in the interest of University.

Dean/HoD

Approval:

Registrar