

Veer Bahadur Singh Purvanchal University
Jaunpur-222003 (UP), India

CONSULTANCY POLICY-2022

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Preamble

Veer Bahadur Singh Purvanchal University, Jaunpur is a premier university in Uttar Pradesh. Purvanchal University, Jaunpur renamed as VeerBahadur Singh Purvanchal University in the honour of late Shri Veer Bahadur Singh, former Chief Minister of the state, was established on 2nd October 1987 as an affiliating university under U.P. state university act 1973. Continuous qualitative and quantitative growth, excellence in academic and administrative activities, transparent and efficient academic administration have been some of the distinct characteristics on the basis of which the university emerged as one among the leading universities. Started with the 68 affiliated colleges, the university now has widened its spectrum of activities with 367 affiliated graduate and post-graduate colleges and student's enrollment of nearly three lacs and eighty thousand in 5 Districts of Eastern Uttar Pradesh. The University is an excellent centre of learning which offers quality higher education opportunity to all who deserve it and catalyses academic excellence in the society. At the VBS Purvanchal University, we are constantly involved in research activities, generating ideas, making discoveries to make a direct impact on society. The growth in increasing number of research funding from government organizations and publications both in terms of research articles and books, indicates the quality of research activities. Consultancy is one of the principal mechanisms by which universities transfer and apply knowledge for the benefit of the society. The University recognizes the potential and importance of consultation activities to advance its contribution for the development of India into a '**Knowledge Society**', to support the innovative and enterprising spirit of its human resource and to enhance the social, cultural and economic impact of university activities.

Definitions and Scope

Consultancy is a knowledge based professional work carried out on behalf of a third party, utilizing the knowledge and expertise of the Academic/Technical Staff members of University, 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. This policy is intended to provide a clear framework for university staff engaged in, or who wish to engage in, consultancy projects. The objectives of Consultancy Policy is to provide consultancy services for Government and non -government organizations, industries and other national and international academic / research organizations, enhance collaboration with these organizations, identify the specific areas of mutual interest, provide a clear consultancy framework for all stakeholders, generate additional resources/funds in terms of industry supported projects and consultancy programs and to encourage and facilitate staff(academic and

administrative) participation in consultancies to bring opportunities and benefits to the University, its students, its staff, community and its clients.

Exclusions

This consultancy policy does not apply to those activities which are in furtherance of research grants, scholarships or general dissemination of knowledge in society at large and other areas as decided by the Research and Development cell of the University. Such activities, among others, would be:

- i. External examinership
- ii. Lectures and other presentations at conferences/workshops/seminars
- iii. Editorship of academic books/journals or the publication of academic articles
- iv. Appearances in the media, e.g. television, or articles for general media publication, e.g. newspapers
- v. Membership of interview and other academically relevant/related boards and committees / working groups
- vi. Consultancy/training activities internal to the University
- vii. Authorship of, or royalties from, the publication of books
- viii. Service on public sector or charitable committees
- ix. Professional arts performances
- x. Any other as decided by the Vice Chancellor

Eligibility

All full time faculty/staff members of the university are eligible to take up consultancy work with prior approval of the competent authorities. Such faculty/staff members will be referred to as consultants.

General Guidelines for Consultancy Project

- i. For all University consultancy assignments, approval must be obtained in advance from competent authority of the University and in accordance with the applicant's contract of employment.
- ii. Where a client approaches VBS Purvanchal University, the Vice-Chancellor may nominate a faculty/staff member or group of faculty /staff members to undertake the consultancy project.
- iii. When a client approaches a faculty member with a consultancy proposal, the faculty member will bring it to the notice of the Dean of the respective faculty. The assignment shall be accepted only after formal approval of the competent authority.

- iv. The proposal should be submitted well in advance of the intended date of undertaking the assignment.
- v. Consultancy agreement with the client must be specific on the scope of work, time frame, fee payable and modalities of payment.
- vi. Once the proposal is approved, formal notification will be issued by the concerned authority.
- vii. The faculty member's primary obligation is to the VBS Purvanchal Univeristy and it is expected that she /he will not, in any way, financially or otherwise, transgress the spirit in which the consultancy privilege rests.
- viii. The responsibility for execution and timely completion of the project will rest with the Consultant (S), who will keep the Dean of the Faculty informed of the progress of the project through periodical reports. Copy of all reports sent to the client will also be sent for record.
- ix. The VBS Purvanchal Univeristy Consultancy Services will undertake to carry out the project as conditions allow, but will not accept any financial responsibility, should the work not lead to Expected results.
- x. The Consultant shall send report showing item-wise budget, receipts and expenditure on the consultancy to the Finance officer through proper channel.
- xi. The consultant concerned shall be responsible for expediting the acceptance of the report and the final settlement of dues, if any, from the client. The consultant shall intimate the Dean of the Faculty the formal closure of the project/consultancy.
- xii. 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.
- xiii. 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.

Duration of Consultancy work

1. The total time allowed to each eligible staff member for consultancy assignment must be less than that which is equivalent to 30 working days per academic year. This shall be treated as "Special Consultancy Leave" on Absence of Duty. This leave will be in addition to the usual duty leave, casual leave and other type of leave for which a teaching/ non-teaching staff is entitled as per VBS Purvanchal University norms. Unutilized days in a particular year cannot be carried over to the next year.

2. Any extension of consultancy work would require prior permission of the Vice Chancellor.

Distribution of Consultancy Earnings/Revenue sharing

- a. Out of the net residual amount, i.e. after meeting all expenses incurred in connection with research and also after accounting for all logistics/infrastructure/equipment, etc. charges to be deducted before sharing the income in prescribed ratio
- b. The Professional fee shall be shared between the faculty member and the University in the ratio of prescribed ratio as decided by the competent authority from time to time.
- c. The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
- d. 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.
- e. For consultancy work, 70% of the amount received will be paid to the consultant(s) and 30% will accrue to the University.
- f. All the earnings of the consultancy be deposited in the Dedicated Account of the University in the following proportion:

1	Faculty Members and Lab Staff including Additional Staff	70%	60% for Faculty Members and 40% for Lab Staff including additional staff
2	R & D Fund of the Department	10%	50 % for Lab Development of Department and 50 % for Lab Development of concerned Consultant(s)
3	R & D Fund of the Institute/Faculty	10%	-
4	Dedicated Account of the University	10%	-

f. Individual /Group Consultancy not using Laboratory facilities of the university

- i. Faculty members - 70%
- ii. R & D Fund of the Department - 10%
- iii. R & D Fund of the institute/Faculty - 10%
- iv. General revenue of the University - 10%
(for providing incentive to R& D work in the institute /Faculty)

Constitution of the Consultancy Board

Consultancy Board

Consultancy Board shall be constituted as follows

1	Vice-Chancellor	Chairperson
2	Deans of Respective Faculties	Member
3	Heads of the Consulting Departments	Member
4	Finance Officer	Member
5	One Professor nominated by the Vice-Chancellor	Member
6	Registrar	Convenor

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.

Intellectual Property

Any intellectual property arising from any Consultancies will be governed by the Intellectual Property Policy.

Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the relevant University Officer for resolution.

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. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the University.

Terms and Conditions

- i. University reserves the right to approve or not approve the proposal submitted for consultancy work.
- ii. Duty leaves cannot be claimed as a right and solely given at the discretion of the university.
- iii. All the benefits will lapse if the faculty/staff leaves the organization

iv. University reserves the right to modify or amend this policy in whole or in part at any time, and with/without notice.

Ashish
11/4/22
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[Signature]
11/04/2022
(Dr. Rajnish Bhatnagar)

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