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1. PREAMBLE:

Guidelines for undertaking Research & Consultancy work by the Academic and Technical Staff

It is important 'to be the fountain head of new ideas and of innovators in technology and science' and with its general goal of 'to create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge'. In fulfillment of these points of importance, initiative to promote innovations and to facilitate protection of Intellectual Property (IP) thus generated.

In this document, the processes to support these efforts have been included. A formal framework to guide the implementation of consultancy processes is included in this document. This policy aims to lay down the processes for translating the creative works. Parties engaged in creations of original and innovative work include faculty, staff and other employees. To administer the policies included in this document, and maintain the relevant documents, with appropriate administrative and supporting staff.

1.1. The purpose of this Policy is to set out the principles and procedures governing Consultancy and other Outside Services undertaken by Staff Members of the University.

1.2. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided it does not conflict with the interests of the University. This is because Consultancy:

1.2.1. Increases the professional and/or academic competence and experience of the Staff Member and provides a continuing professional education opportunity in the world outside academia and research;

1.2.2. Creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and helps the University to achieve its mission of knowledge transfer to improve the local and regional economies; and

1.2.3. May generate additional income for the Staff Member and increased funding for the University.

1.3. This policy applies to all academic and academic related Staff Members and administrative Staff Members at any grade.

2. DEFINITIONS

“Consultancy” means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to consultancy activities such as business partnership or ownership etc.

“University Supported Consultancy” means Consultancy provided through a contract entered into by the University or one of its subsidiaries with a third party, in which the Consultancy will be performed by a Staff Member within his or her area of academic, research or administrative expertise. This Consultancy is supported by the University and may involve the use of University resources, intellectual property and other resources.

3. GENERAL APPLICABILITY:

This Policy governs the Consultancy and other Outside Services engaged in by Staff Members.

4. UNIVERSITY SUPPORTED CONSULTANCY:

4.1. University Supported Consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on the University's behalf (in order to avoid a Staff Member competing for contracts with the University).

4.2. A Staff Member may only agree to provide University Supported Consultancy services in accordance with terms and conditions approved by the Vice Chancellor.

4.3. A maximum of not more than 60 day per week may be devoted to University Supported Consultancy.

4.4. The Vice Chancellor's approval is required to ensure compliance with cost recovery guidelines, protection of the University's IP, and the appropriateness of contractual terms including those relating to liability and IP.

4.5. Charges for the use of University resources will normally be based on the full cost of the resources as determined by the University/College/ Department and agreed by the Staff Member and the Head.

4.6. When the Head denies a Staff Member authorisation to perform the University Supported Consultancy, the Staff Member may appeal in writing to the Registrar. The Vice Chancellor will have wide discretion to resolve issues regarding Consultancy and final decision of Vice- Chancellor will be binding to obey it by both parties.

4.7. University Supported Consultancy will not be allowed in the following circumstances: -

4.7.1. When the Consultancy services are to support projects, such as research projects, being conducted by the University; or

4.7.2. When such Consultancy would contractually preclude the University or its Staff from engaging in other research or other Consultancy.

4.8. When the Consultancy calls for the rendering of expert opinion/evidence in Courts of Law, in Arbitrations, or before Parliamentary Committees, the Consultancy may only be undertaken with permission of the Vice-Chancellor.

4.9 Faculty/Staff Members must declare annually in their Declaration of Outside Interests the number of days spent on University Supported Consultancy services and comply with all relevant University Policies such as those governing conflicts of interest or intellectual property.

5. COMPENSATION FOR UNIVERSITY SUPPORTED CONSULTANCY:

Income from University Supported Consultancy will be allocated in the following manner:

a. The University will receive 20 percent of the project cost, excluding overhead and service tax, for managing the Consultancy and providing the University's support.

b. The Department will receive five percent of the project cost, excluding overhead and service tax, as an administrative fee.

c. All expenses incurred in the project will not exceed 40% of the project cost, excluding overhead and service tax. Such expenses, for illustration purposes, could include payments to sub-contractors, procurement costs, leasing of supplies, consumables.

d. The remainder (35%) will be paid to the Staff Member.

Payment of fees to Staff Members may, at the Staff Member's option, be made electronically through the University's central payroll system.

6. REPORTING:

Staff Members must report their Consultancy and Outside Services to their Head and Vice Chancellor annually, and to the extent required, make disclosures required by the Conflicts of Interest Policy or Declaration of outside Interests.

7. Accounting Procedure for the consultancy charges shall be applicable as per University financial procedure. The consultancy amount/charges will be deposited in the joint account of Director/Head and Registrar. Director/Head shall be authorized to release the funds for the expenditure during and after the consultancy period.

8. The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.

9. Out of the sales made for a patent emerging from consultancy work, an annual royalty will be divided equally between the Principal Consultant and the University.

10. In case of any ambiguity, the decision taken by the Vice-Chancellor shall be final.

