



## **CONSULTANCY POLICY**

**ADOPTED MARCH 2017**

**LAST UPDATED NOVEMBER 2019**



### Short Title, Application and Commencement

- These guidelines may be called Rama University, Uttar Pradesh (consultancy policy) guidelines.
- These guidelines shall apply to all the faculty members of Rama University Uttar Pradesh from the date of notification.

### Objective

- The objective of these guidelines is to formulate a consultancy policy of Rama University Uttar Pradesh.

### Preamble

In the light of changing global Profitable script and the mission of the Rama University, the University encourages and promotes faculties and scholars to take consultancy assignment in addition to the tutoring and research work as this type of initiation enhances external profile of the University by developing our engagement with Community, extending the societal impact of the University, skills and creating mutually profitable shots for shared research and consultancy services. The consultancy enriches & broadens the professional experience and knowledge of the faculty/ staff and so makes them better teachers. In addition it also functions as a tool for contributing to the public welfare process.

### POLICY CORE CONTENT DESCRIPTIONS:-

Consultancy proposal should be submitted giving the details in the form attached as annexure to this policy to the HoD/Dean/Principal will examine the proposal and submit it along with his/her recommendations to the Registrar/Director. The following aspects need to be considered before Recommending the proposal:

- Consultation is inspired for faculty/staff and research scholars and post-doctoral scholars.

Consultation examples involve expert advice, testimony, testing services, help with

  
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product/process development for a corporation , policy and planning, support for collaborations and conferences, project planning, marketing and business analysis and support, modeling and predictive analysis then on.

- The aim of consulting is seen as a service to the community and to the industry and as an outreach activity of the institution. Every consulting activity must be told to the institution and must be initiated only after approval by Director, Rama University through the Dean/Principal of the Faculty's Department.
- Any use of the institutional facilities, resources, infrastructure and equipment must be appropriately considered as per institutional norms. Hence a correct consultative agreement must be formulated with the institution for every consulting activity to make sure that resources are properly utilized and therefore the institution is in agreement with the character of the services rendered.
- The consultancy budget may request for salary to the PI and the other associated staff of the university. Faculty is allowed up to 10% of their full-time equivalent for all of their consultancy activities. Beyond 10%, the institution will got to buy overtime from the university, provided their academic activities allow overtime and provided they need the permission of the top of the department.
- Consultancy is as follows:
  - 70% of income will go to the Consultant(s). In case of group, they will share among themselves based on their number of days services
  - 30% of income will go to the Rama University
- Depending upon the terms of contract, IPR shall be decided. However, any intellectual property arising out of consultancy work which is conceived during the execution of

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consultancy by the consultant alone shall vest with Rama University.

**PRIOR APPLICATION FOR CONSULTANCY APPROVAL WILL INVOLVE THE FOLLOWING :-**

1. Name of the consultant-----
2. Position of consultant in the university-----
3. Date of request-----
4. Organization/company for which consultancy is proposed to be carried out -----  
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5. Address and contact information of organization /company-----
6. Nature of consultation activity -----
7. Benefit to the consultant and institute-----
8. Details of financial or in kind remuneration from comp-any/organization-----
9. Proposed percentage of time, duration or hours per week to be spent on the activity by the faculty /staff-----
10. Expected cost of the proposed including institutional cost such as use of institutional resources, equipments ,overheads including salary equivalent for the personnel time of full time staff.
11. Proposed starting date-----
12. Duration of consulting activity -----

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- Item i refers to funds that is accrued to the faculty and staff in proportion to time involvement and item j represents funds that would accrued to the institution to cover its in kind contributions and cost.
- The consultant is required to submit a completion report of all consulting activities rendered, including financial utilization at the end of the consulting period.

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