



**Mahatma Jyotiba Phule Rohilkhand University
Bareilly 243006 (U.P.) India**

CONSULTANCY POLICY 2020

Approved by the
Executive Council

Held on 08.12.2020 Resolution No. 6.02.2

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Message by the Vice-chancellor...



Mahatma Jyotiba Phule, Rohilkhand University, Bareilly has a prestigious and splendid tradition of pursuing excellence in Teaching and Research as an Affiliating-Cum-Residential University, in the fields of Advanced Social Sciences, Sciences, Education, Agriculture, Education & Allied Sciences, Arts, Commerce, Dental Sciences, Engineering & Technology, Law, Management and Sports, established over the period of more than 40 years of service, inherited since its inception in 1975. University has its headquarter located at Bareilly and its vast territorial jurisdiction of more than 550 Affiliated Colleges extending over the districts of Bareilly, Moradabad, Rampur, Bijnor, Jyotiba Phule Nagar, Baduan, Pilibhit and Shahjahanpur. The University campus spreads over 206 acres of Land equipped with State - Of - Arts Infrastructure, Ambience and Facilities.

MJP, Rohilkhand University has a large efficient workforce with diverse specializations, potential, knowledge and expertise which can be of immense help to the industries, academia and other organizations by way of imparting consultancy services. Keeping in mind, the intellectual and technical strength of the University, growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, building strategic alliances for the educational, socio-economic and technological growth, the Consultancy Rules have been Formulated, Approved and Adopted by the University.

The Consultancy Policy highlights the practices and the rules of University regarding consultancy to help Academic and Non-Academic Staff of the University and its Affiliated Colleges to offer consultancy to government, public, private sector organizations, communities, groups and corporates. The rules laid down in this document are expected to fulfil the commitment of the University to promote academic competence and provide a conducive environment for research and development of commercial importance.

I would appreciate and congratulate Prof. (Dr.) Tulika Saxena, Professor, Dept. Of Business Administration for her dedicated efforts and valuable inputs in drafting and devising this Consultancy Policy of the University along with the Team of competent members; Dr. Ashok Kumar, Faculty of Legal Studies, Mr. Anand Kr. Maurya, Asst. Registrar and Mr. Harish Bhatt, Asst. Accounts officer at MJP Rohilkhand University.

I am pleased to encourage faculty members and staff of the University & Affiliated Colleges to avail the opportunity through this policy considering the importance of higher education in uplifting societal changes and transforming the educational and economic fortunes of our Nation.

I look forward to working with you in achieving our vision.

Prof. K.P. Singh
Vice- Chancellor

1. Preamble

- a) At MJP Rohilkhand University and its Affiliated Colleges, Consultancy and Professional Activities are encouraged since these form integral parts of education, training and research activities both of the university & its affiliated colleges as well as of individual faculty.
- b) Consultancy is an important channel through which knowledge and expertise could flow from university to businesses and other external agencies, and contribute to the growth, development and productive relationships with the components of the society. The university, therefore, encourages its Faculty and Staff (Teaching & Non- Teaching) to have the privilege of consulting with both public and private entities, whether national or international.

2. Purpose

- a) 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.
- b) This policy is intended to provide a clear Framework for those university staff engaged in, or who wish to engage in, consultancy.

3. Definitions and Scope

- a. Consultancy is a work of Professional Nature, undertaken by Members under University Umbrella in their field of Expertise, for Clients outside the Institution/University/College, for which some Financial Return is obtained.
- b. The Objective of consultancy policy is to promote academic, industry and research interaction and to encourage and facilitate faculty/staff to provide knowledge inputs sought by industry, government bodies, non- government agencies, service sector, manufacturing sectors and other national and international agencies or other academic / research organizations in niche areas of expertise.
- c. However, Funded/Sponsored Research Projects, for which no remuneration will be received, will not come under the purview of either Consultancy or Professional Activities.
- d. The Consultancy Services offered will carry obligations and ethical requirements associated with such services, as indicated in the standard terms and conditions (where the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions).

- e. It may also cover (if required) Specific Agreement or Memorandum of Understanding (MoU) describing the details of negotiations of contract, terms and signing of contracts in the form of agreement or MoU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes, liability, IPR matters, arbitration, and applicable law, etc.(some matters are liable to be approved by other cells of the University as well).

4. Organizational Set-Up

The Vice Chancellor shall constitute a committee/cell from the University Umbrella.

5. Code of Conduct

- a) 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.
- b) 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.
- c) The responsibility for conduct of the consultancy and the deliverables will lie with the Consultant (Individual, Department or Group). All documents relating to the Consultancy Project should clearly state the "Title of the Project" and Assigned Project Code Number (if any).

6. Exclusions

The consultancy policy does not apply to the activities intended for furtherance of scholastic platforms or general dissemination of knowledge or general enhancement of intellectual level of the society/nation at large. Following activities are not to be included in the consultancy among others, would be:

- I. External Examinership
- II. Board Membership
- III. Paper Setting and Evaluation
- IV. Lectures and Conference/Seminars Participations
- V. Occasional/Expert Talks
- VI. Editorship of Journals
- VII. Royalties from Authorship and Publication of Books
- VIII. Professional Arts Performances

- IX. Charitable Services
- X. Professional Activities & Assignments
- XI. Participation in Selection Committees
- XII. MDPs/EDPs/ any other such activities
- XIII. Limited Teaching /Training involvement at other Institutions/ Organizations as Visiting Faculty
- XIV. Any other as decided by the Vice- Chancellor

7. Duration of Consultancy

- a) An appropriate balance between teaching, research, training and consulting is to be achieved. Excessive time spent on one of the activities at the cost of any of the other activities would not be desirable, either for the university or for individual faculty members.
- b) Any extension of consultancy work would require prior permission of the Vice-Chancellor.

8. Approval, Payment for Consultancy and Revenue Distribution

- a) Consultancy projects are normally initiated by request proposal /enquiries from the industry/outside agency directly to the university/college/institute or by discussion between the industry and the consultant(s).
- b) All consultancy proposals have to be submitted to the Vice Chancellor with sanction order to seek approval, who has the right to make the decision to accept or decline the proposal.
- c) The proposal should include details of (i) the organization or individual seeking the consultancy service (ii) the nature of consultancy work (iii) the university/institutional resources that would be utilized (if any) required for the consultancy service (iv) the quantum of work involved in man days (v) financial details etc.

- d) On acceptance of proposal, "Acceptance Letter" will be sent by the Director, Directorate of Industrial & Corporate Relations in consultation with Vice Chancellor to the Client and Consultant with a copy to all concerned (Convener Consultancy Cell, Registrar, Finance Officer, Concerned Departments).
- e) A Separate Account shall be opened as "University Development Fund Account" in the Joint name of Finance Officer and his Nominee or the persons/officials approved by the Vice-Chancellor.
- f) All remunerations related to consultancy will be received in favor of the Finance Officer of the University in the "University Development Fund Account". All financial transactions related to consultancy will be through bank transfer to/from appropriate University Account. If for some reason this does not become possible, the amount should be remitted to the University without delay, along with the copies of the cheques received from the client.
- g) The client would normally be required to pay 50% of the total cost in advance, along with the letter of acceptance of the terms and conditions detailed in the consultancy proposal document or MoU. Any direct recoverable expense which may get incurred at the request of the client, but not originally included, may be settled. However, an intimation of this is to be sent to the Vice-Chancellor with a copy to all concerned.
- h) The university will distribute the revenue to the consultancy provider (as per rules) processed through appropriate authorities i.e Vice Chancellor and Finance Officer within a week time (as soon as fund is deposited in University Development Fund by the client) as a first installment and this process will continue with each installment of fund.
- i) A Consultant shall receive 75% of total consultancy fund, 15% of the amount shall be remitted to University Development Fund and 10% of the amount shall be remitted to the account of Directorate of Corporate & Industrial Relations to bear the expenditure/purchase/work payments/ any other required head on need basis, incurred by the consultancy services.

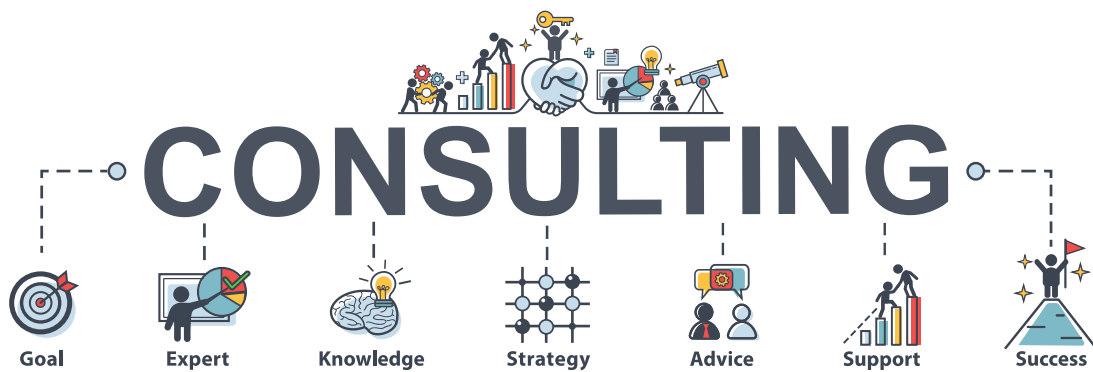
- j) The Affiliated Colleges/ Institutes under the umbrella of University shall also process the Consultancy Proposals/Projects as per mentioned guidelines. The revenue generated in these cases shall be deposited in the Official Account of the Principal /College/ Institute or any other recommended accounts by the Principal/ Management of the College.
- k) The income earned by any individual from consultancy will be taxable as per Govt. of India rules.
- l) On successful completion of the Consultancy a "Formal Consultancy Report" shall be submitted by Consultant to Vice-Chancellor with a copy marked to Registrar, Finance Officer, Director, Directorate of Corporate & Industrial Relations, Convener Consultancy Cell as 'Classified Documents' for a period of typically five years, may be destroyed thereafter.
- m) In case a consultancy project needs to be terminated before its completion due to inadequate response from the client organization for a year or more (without the receipt of full consultancy fee), then the allocation of the received consultancy fee shall be done as follows: First, the budgeted amount of expenditure will be reduced from the total amount received from the client. Next, the university overhead shall be reduced in the same proportion as the actual consultancy fee received. Next, the balance amount, which is the consultancy fee, shall be allocated in the ratio of 25:75 between the University and the Consultant.

9. Conflict of Interest

- a) Engagement in consultancies must not create any perceived or actual conflict of interest.
- b) Conflict of interest, if any, must be immediately reported to the Vice Chancellor.
- c) 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.

10. Difficulty & Dispute Resolution

- a) 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.
- b) 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 dealt with by the Court of law located within the jurisdiction of the University.



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